

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER F7CSCQ21350100		PAGE 1 OF 8							
2. CONTRACT NO. F22600-03-C-0002		3. AWARD/EFFECTIVE DATE 01-Apr-2003		4. ORDER NUMBER		5. SOLICITATION NUMBER F22600-02-R-0050							
7. FOR SOLICITATION INFORMATION CALL		a. NAME VICKI E. MORAN			b. TELEPHONE NUMBER (No Collect Calls) 228-377-1802		6. SOLICITATION ISSUE DATE 31-Oct-2002						
9. ISSUED BY 81ST CONTRACTING SQUADRON VICKI MORAN 310 M STREET, RM 102 KEESLER AFB MS 39534-2147		CODE FA3010		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100%FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7822 SIZE STANDARD: 25 million		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input checked="" type="checkbox"/> 13 a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		12. DISCOUNT TERMS Net 30 Days					
TEL: 228-377-1802 FAX: 228-377-3298						13 b. RATING DO-C9		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP					
15. DELIVER TO 81 COMM SQD/CCQ - F7CSCQ LINDA SHEEHAN / COST CENTER MANAGER 510 H STREET, RM 129 KEESLER AFB MS 39534-2444		CODE F7CSCQ		16. ADMINISTERED BY <div style="text-align: center; font-weight: bold; font-size: 1.2em;">SEE ITEM 9</div>									
17 a. CONTRACTOR/ OFFEROR K-MAR INDUSTRIES, INC. KENNETH R. LEE 10401 BONEY AVE SUITE B DIBERVILLE MS 39540		CODE 0CER2		FACILITY CODE		18 a. PAYMENT WILL BE MADE BY DFAS-SAVAFVD (1-888-478-5636) 500 MCCULLOUGH AVE SAN ANTONIO TX 78215-2100		CODE F60700					
TEL: 228-392-4968													
<input type="checkbox"/> 17 b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18 b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18 a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM									
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES				21 QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
		SEE SCHEDULE											
25. ACCOUNTING AND APPROPRIATION DATA See Schedule										26. TOTAL AWARD AMOUNT \$878,576.00			
<input type="checkbox"/> 27 a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED.										ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input checked="" type="checkbox"/> 27 b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.										ADDENDA <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					COPIES		29. AWARD OF CONTRACT: REFERENCE F22600-02-R-0050 <input checked="" type="checkbox"/> OFFER DATED 10-Mar-2003 . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: SEE SCHEDULE						
30 a. SIGNATURE OF OFFEROR/CONTRACTOR					31 a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)								
30 b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				30 c. DATE SIGNED		31 b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) JOHNSON L. TULLOS / CHIEF, ACQUISITION FLIGHT				31 c. DATE SIGNED B 13-Mar-2003			
32 a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED					33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR				
32 b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				32 c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				37. CHECK NUMBER			
41 a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT					38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY				
41 b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				41 c. DATE		42a. RECEIVED BY (Print)							
						42b. RECEIVED AT (Location)							
						42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS					

AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 1449 (10-95)
Prescribed by GSA
FAR (48 CFR) 53.212

SECTION SF 1449 CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	01 Apr 03 - 30 Sep 03. SERVICES Nonpersonal - MultiMedia FFP - Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform MultiMedia Services for Keesler AFB, MS in accordance with Statement of Work dated 8 Oct 2002, NSN T001-Mu-lti-media MILSTRIP F7CSCQ21350100 PURCHASE REQUEST NUMBER F7CSCQ21350100 ACRN AA Funded Amount	6.00	Months		
0002	01 Apr 03 - 30 Sep 03. Services NonPersonal - MultiMedia FFP - Reimbursement for Equipment purchased by the contractor on behalf of the government and repair parts obtained by the contractor which exceed the one part repair limit of \$500 NSN T001-Mu-lti-media MILSTRIP F7CSCQ21350101 PURCHASE REQUEST NUMBER F7CSCQ21350100 ACRN AB Funded Amount	1	Lump Sum		
1001	01 Oct 03 - 30 Sep 04. Services NonPersonal - MultiMedia FFP - Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform MultiMedia Services for Keesler AFB, MS in accordance with Statement of Work dated 8 Oct 2002. NSN T001-Mu-lti-media	12	Months		
1002	01 Oct 03 - 30 Sep 04. Services Nonpersonal - MultiMedia FFP - Reimbursement for Equipment purchased by the contractor on behalf of the government and repair parts obtained by the contractor which exceed the one part repair limit of \$500 NSN T001-Mu-lti-media	1	Lump Sum		
2001	01 Oct 04 -31 Mar 05. Services Nonpersonal MultiMedia FFP - Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform MultiMedia Services for Keesler AFB, MS in accordance with Statement of Work dated 8 Oct 2002. NSN T001-Mu-lti-media	6	Months		

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
2002	01 Oct 04 - 31 Mar 05 Services Nonpersonal - MultiMedia FFP - Reimbursement for Equipment purchased by the contractor on behalf of the government and repair parts obtained by the contractor which exceed the one part repair limit of \$500. NSN T001-Mu-lti-media	1	Lump Sum		
3001	01 Apr 05 - 30 Sep 05. Services NonPersonal Multimedia FFP - Contractor shall provide all personnel, supervision, training, transportation, facilities, equipment, supplies, tools, labor and other items necessary to perform MultiMedia Services for Keesler AFB, MS in accordance with Statement of Work dated 8 Oct 2002. NSN T001-Mu-lti-media	6	Months		
3002	01 April 05 - 30 Sep 05 Services Nonpersonal MultiMedia FFP - Reimbursement for Equipment purchased by the contractor on behalf of the government and repair parts obtained by the contractor which exceed the one part repair limit of \$500. NSN T001-Mu-lti-media	1	Lump Sum		

ACCOUNTING AND APPROPRIATION DATA		
AA:	5733400	0
AMOUNT:		
AB:	5733400	0
AMOUNT:		

SUBMISSION OF INVOICES

The Contractor will be paid monthly on the submission of proper invoices for the services performed during the preceding month. Invoices shall be submitted on a monthly basis covering the services performed during the preceding month. The contractor's monthly invoice shall be submitted to the address in block 18a on the SF 1449.

CLAUSES INCORPORATED BY REFERENCE:

52.203-3	Gratuities	APR 1984
52.203-6 Alt I	Restrictions On Subcontractor Sales To The Government (Jul 1995) -- Alternate I	OCT 1995
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2002
52.219-6	Notice Of Total Small Business Set-Aside	JUL 1996
52.219-8	Utilization of Small Business Concerns	OCT 2000
52.219-14	Limitations On Subcontracting	DEC 1996
52.222-3	Convict Labor	AUG 1996
52.222-21	Prohibition Of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	APR 2002
52.222-35	Equal Opportunity For Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans	DEC 2001

52.222-36	Affirmative Action For Workers With Disabilities	JUN 1998
52.222-37	Employment Reports On Special Disabled Veterans, Veterans Of The Vietnam Era, and Other Eligible Veterans	DEC 2001
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.225-13	Restrictions on Certain Foreign Purchases	JUL 2000
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.232-18	Availability Of Funds	APR 1984
52.232-33	Payment by Electronic Funds Transfer--Central Contractor Registration	MAY 1999
52.233-3	Protest After Award	AUG 1996
52.237-2	Protection Of Government Buildings, Equipment, And Vegetation	APR 1984
52.245-2	Government Property (Fixed Price Contracts)	DEC 1989
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.205-7000	Provisions Of Information To Cooperative Agreement Holders	DEC 1991
252.223-7006	Prohibition On Storage And Disposal Of Toxic And Hazardous Materials	APR 1993
252.225-7001	Buy American Act And Balance Of Payments Program	MAR 1998
252.243-7002	Requests for Equitable Adjustment	MAR 1998
252.247-7023	Transportation of Supplies by Sea	MAY 2002
252.247-7024	Notification Of Transportation Of Supplies By Sea	MAR 2000
5352.223-9001	HEALTH AND SAFETY ON GOVERNMENT INSTALLATIONS	JUN 1997

CLAUSES INCORPORATED BY FULL TEXT

5352.214-9000 SMOKING IN AETC FACILITIES (AETC FARS)(JUL 1993)

Contractors are advised that the Commander has placed restrictions on the smoking of tobacco products in AETC facilities. AFI 40-102, *Tobacco Use in the Air Force*, and its AETC supplement 1, outline the procedures used by the commander to control smoking in our facilities. Contractor employees and visitors are subject to the same restrictions as government personnel. Smoking is permitted only in designated smoking areas.

5352.217-9000 OPTION CLAUSE LIMITATION NOTICE (AETC FARS) (JUL 1994)

This contract contains two option provisions, (i) Option to Extend Services, and (ii) Option to Extend the Term of the Contract (see FAR 52.217-8 and FAR 52.217-9). Either or both may be exercised unilaterally by the government. The clause entitles "Option to Extend the Term of the Contract" will not be exercised after any exercise of the "Option to Extend Services" clause

ADDENDUM TO 52.212-4: CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS

The following paragraphs of this clause are tailored as follows:

(a) Inspection/Acceptance. Inspection and acceptance of the services will be performed at Keesler AFB, MS, by 81 CS/SCPV

(c) **Changes.** Changes in the terms and conditions of this contract may be made only by written agreement of the parties with the exception of administrative changes such as changes in the paying office, appropriations data, etc., which may be changed unilaterally by the Government.

Reference clause 52.228-5 INSURANCE - WORK ON A GOVERNMENT INSTALLATION

The Contractor shall, at its own expense, procure and thereafter maintain the following kinds of insurance with respect to performance under the contract.

(a) **Workman's Compensation and Employers Liability Insurance** as required by law except that if this contract is to be performed in a State which does not require or permit private insurance, then compliance with the statutory or administrative requirements in any such State will be satisfactory. The required Workmen's Compensation insurance shall extend to cover employer's liability for accidental bodily injury or death and for occupational disease with a minimum liability limit of **\$100,000**.

(b) **General Liability Insurance.** Bodily injury liability insurance, in the minimum limits of **\$500,000** per occurrence shall be required on the comprehensive form of policy.

(c) **Automobile Liability Insurance.** This insurance shall be required on the comprehensive form of policy and shall provide bodily injury liability and property damage liability covering the operation of all automobiles used in connection with the performance of the contract. At least the minimum limits of **\$200,000** per person and **\$500,000** per occurrence for bodily injury and **\$20,000** per occurrence for property damage shall be required.

LIST OF ATTACHMENTS:

Attachment 1. Statement of Work dated 8 Oct 2002, 70 Pages,

Attachment 2. Dept of Labor Wage Determination #1994-2302 Rev 15 dated 12/09/02 (8 Pages)

Attachment 3 Amendment 0001 dated 19 Nov 02, 2 Pages

Attachment 4 Amendment 0002 dated 10 Jan 03, 2 Pages

Attachment 5. Amendment 0003 dated 13 Feb 03, 2 Pages

52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (APR 2001) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) The Contractor is not required to include any FAR clause, other than those listed below (and as may be required by an addenda to this paragraph to establish the reasonableness of prices under Part 15), in a subcontract for commercial items or commercial components-

(1) 52.222-26, Equal Opportunity (E.O. 11246);

(2) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era and Other Eligible Veterans (38 U.S.C. 4212);

(3) 52.222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52.247-64, Preference for Privately-Owned U.S.- Flag Commercial Vessels (46 U.S.C. 1241)(flow down not required for subcontracts awarded beginning May 1, 1996)., and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).
Subcontracts for certain commercial services may be exempt from coverage if they meet the criteria in FAR 22.1103-4(c) or (d) (see DoD class deviation number 2000-O0006).)

(End of Clause)

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 calendar days prior to contract expiration date.

(b) For the purpose of this clause, **the date mailed or otherwise furnished to the Contractor will be considered notification.**

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 15 calendar days prior to the expiration date of the contract, provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days (60 days unless a different number of days is inserted) before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 38 months.

(d) For the purpose of this clause, **the date mailed or otherwise furnished to the Contractor will be considered notification.**

(End of clause)

52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION

<u>Employee Class</u>	<u>Monetary Wage</u>
01118 General Clerk IV	GS-4/\$10.06
13002 Audiovisual Librarian	GS-7/\$13.94
13041 Illustrator I	GS-5/\$11.26
13042 Illustrator II	GS-7/\$13.94
13043 Illustrator III	GS-9/\$17.06
13071 Photographer I	GS-4/\$10.06
13072 Photographer II	GS-5/\$11.26
13073 Photographer III	GS-7/\$13.94
13074 Photographer IV	GS-9/\$17.06
13075 Photographer V	GS-11/\$20.64
23182 Electronics Tech. Maintenance II	WG-9/\$14.96
23183 Electronics Tech. Maintenance III	WG-10/\$15.47
21150 Graphic Artist	GS-9/\$17.06

Fringe Benefits:

a. Total fringe benefit factor is 32.85 percent.

b. Contribution of 24.0 percent of basic hourly rate for retirement, 5.7 percent for insurance (health & life), 1.7 percent for other fringe benefits, and 1.45 percent for Medicare.

c. Ten paid holidays as follows: New Year's Day, Martin Luther King, Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day.

d. Paid annual leave (vacation) as follows: (a) 2 hours of annual leave each week for an employee with less than 3 years of service; (b) 3 hours of annual leave each week for an employee with 3 but less than 15 years of service; (c) 4 hours of annual leave each week for an employee with 15 years of service. (In the foregoing clause, the basic hourly rate by classification above shall be Wage Board Pay Schedule step 2 for non-supervisory service employees and step 3 for supervisory service employees.)

WAGE DETERMINATION (IAW FAR 22.1012-1) Service Contract Act Wage Determination Number 94-2302, Rev 15, dated 12/09/2002, is attached hereto and made a part hereof.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil/>

52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES (APR 1984)

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Defense Federal Acquisition Regulation (48 CFR Chapter 2) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

252.212-7001 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS APPLICABLE TO DEFENSE ACQUISITIONS OF COMMERCIAL ITEMS (APR 2001) (DEVIATION)

In addition to the clauses listed in paragraph (b) of the Contract Terms and Conditions Required to Implement Statutes or Executive Order-Commercial Items (DEVIATION) clause of this contract (FAR 52.212-5), the Contractor shall include the terms of the following clauses, if applicable in subcontracts for commercial items or commercial components, awarded at any tier under this contract:

252.225-7014, Preference for Domestic Specialty Metals, Alternate I (MAR 1998) (10 U.S.C. 2533a).

252.247-7023, Transportation of Supplies by Sea (MAY 2002) (10 U.S.C. 2631).

252.247-7024, Notification of Transportation of Supplies by Sea (MAR 2000) (10 U.S.C. 2631).

(End of Clause)

STATEMENT OF WORK
8 Oct 2002

1. GENERAL The contractor shall provide all equipment, tools, materials, facilities, personnel, training, supervision, and other items and services necessary to perform Multimedia Services as defined in this Statement of Work (SOW). Exceptions are specified in Paragraph 3, Government Furnished Property and Services and in Appendix 4 (A-4) as Government Furnished Equipment at Keesler Air Force Base, Mississippi. Standard Performance Requirements for these services are listed in Paragraph 2, Service Delivery Summary (SDS). The contractor shall provide multimedia services as described below. The estimated quantities of work are listed in Appendix C, Estimated Workload.

1.1. Multimedia Management. The contractor shall be responsible for providing custom multimedia products and services to Keesler AFB and all assigned host/tenant, ROTC, and inter-service agreements to include those as described in this SOW. The contractor shall ensure all work orders meet the official work products and requirements identified in AFI 33-117 (Multimedia Management) and meet the standards of each individual work request to the customer's satisfaction. All products produced by the contractor are the sole property of the Government and shall not be used or sold by the contractor for any purpose. Multimedia materials produced by the contractor must and shall be kept within the bounds of propriety and good taste and not contain any illustrations, scenes, or language that would discredit the Air Force and subject it to public disfavor or ridicule. Production of more than three (3) copies of any product will be immediately forwarded to the Base Multimedia Manager (BMM) or Quality Assurance (QA) personnel for approval or disapproval. The contractor shall immediately forward questions on these policies to the BMM for resolution.

1.1.1. Electronic Imaging Equipment. In addition to providing multimedia products using traditional equipment, the contractor shall also operate multimedia equipment and provide multimedia products utilizing the electronic imaging equipment. Electronic imaging equipment shall integrate the following capabilities: a Graphics Imaging System (GIS), a Digital Processing Systems (DPS), an electronic presentations systems a file server, and assorted video and digital-based input/output devices. All these systems will be connected to a Local Area Network (LAN). The Electronic Imaging Center (EIC) will be capable of out putting multimedia productions in hard copy while being capable of delivering color graphics and still photo images in electronic storage devices and formats as required by customers for direct electronic projection systems. The digital processing system will also have the capability to electronically transmit and receive still photo imagery between other workstations, as well as the Joint Combat Camera Center (JCCC) and other remote locations as required by customers supported.

1.1.1.1. Multimedia Advisor/Consultant Assistance. Upon written request, the contractor shall provide advice and assistance on current multimedia materials, methods, equipment, and facilities available. This service may require site visitation of facilities on-and-off base as requested. Any temporary duty (TDY) requirements or costs will be borne by the requesting agency. Written reports shall be provided to the requester within five working days after receipt of request. This does not include normal advice and assistance provided to customers during the course of day-to-day operations. From time to time, the BMM and QA will also advise on policy, contract parameters and multimedia approach. This shall not relieve the contractor of advise/consultation responsibility.

1.1.2. Multimedia Video Productions. Keesler Television (KETV) Studio is an Air Force Production/Local Video Production and Interactive Video Teletraining (IVT) satellite uplink broadcast facility. The contractor shall forward all request received for video production to the BMM. Approved requests for AF and local production shall be documented in accordance with AFI 33-117, paragraph 4.7.1., and IVT productions shall be documented in accordance with BMM, Second Air Force (2AF) and the Air Training Network (ATN) requirements. The BMM is the KETV Manager.

1.1.3. Work Control. All work shall be documented based on a valid and properly completed and approved work orders, AF Form 833, Visual Information (old Multimedia term) Support Request, DD Form 1995, Visual Information Production Request and Evaluation and Approval Report, AF Form 1297, Temporary Issue Receipt for Presentation Media and equipment loan, Keesler Form 1, Public Address Support, AF Form 365, Request of Medical Multimedia Services or, a log, as noted for Public Affairs (photo and television access), Video teleconferencing (VTC) and the Interactive Courseware (ICW). The contractor shall provide a computer, and a database program in order to establish and maintain a computerized work order tracking system for each area. This system shall provide for logging and tracking of all Base Multimedia Service Center (BMSC) work orders,

numbering them, and showing the status of each work order. The following general fields of information shall be entered into the tracking program for each type work (graphics, photo, video production, equipment maintenance, presentations, self-help, etc.); number of products/hours, work order/log number, priority code, requester's name, rank, organization, phone number, date/time received, date/time due and date/time delivered.

1.1.3.1. Official/Unofficial Work. Air Force multimedia resources, products and services are government property for official Air Force mission support and historical documentation only. Unofficial use of multimedia resources, or their products and services, is illegal and violators are subject to prosecution. The contractor shall not provide printing services (more than three copies), frame, laminate and perimeter trim products that are not generated by the BMSC nor shall the contractor create, duplicate or distribute permanent exterior signs (CE item of issue), unauthorized forms/certificates, copyrighted or trademark material, unauthorized heraldry, scrapbooks, and decorative items with no official use, personal mementos or gifts.

1.1.3.2. Photography and Graphics. The contractor shall ensure that photographic and graphic work orders include a description of product(s) to include complexity level, number products requested, and whether product costs are reimbursable.

1.1.3.3. Equipment Maintenance. The contractor shall maintain equipment maintenance logs. These logs shall include; the type maintenance, type equipment, and serial number of equipment.

1.1.3.4. Video Production. The BMM, as KETV Manager, will ensure that video production work orders will include: type of production to include complexity level, number of products requested and if reimbursable.

1.1.3.5. Presentation Services. The contractor shall ensure that Presentation Services work orders include: date presentation required, time presentation required, type presentation to include equipment and operator requirements, and location of presentation.

1.1.3.6. Interactive Videoteletraining (IVT). The BMM, as KETV Manager, will ensure that Interactive Videoteletraining work orders include course title, course number, rehearsal hours, broadcast hours and number of downlinks.

1.1.3.7. Video Teleconferencing (VTC). The contractor shall ensure that Video Teleconferencing (VTC) logs include originators name, originators location and length of broadcast.

1.1.3.8. Other Areas. Public Affairs Photography, the Public Affairs Commanders Access Channel (CATV) and Interactive Courseware (ICW) contractor personnel shall keep a log of assigned work beginning the first workday of each month. Completed projects shall be annotated in the log that shall be closed at the end of each month. The Work Order Tracking program shall contain areas for description of products or services performed to include level of complexity and number of products or productions. A monthly production summary printout shall be provided to the BMM.

1.1.3.8.1. Malfunctions. The contractor shall remedy any malfunction of computers and/or software regardless of cause. The contractor shall recover all data lost regardless of cause within one week of loss at their expense. All contractor provided computers must be compatible with government NT based computer systems.

1.1.4. Central Delivery. The Contractor shall establish a central delivery pick-up point for graphics, photographic and video production work. The delivery pick-up point shall be visually identified in a central location with immediate access for customers. The contractor shall have the following sign prominently displayed at the central delivery and pick up area:

“Air Force multimedia resources, products and services are government property for official Air Force mission support and historical documentation only. Unofficial use of multimedia resources, or their products and services, is illegal and violators are subject to prosecution. The Base Multimedia Service Center (BMSC) cannot provide printing services nor can the BMSC create, duplicate or distribute permanent exterior signs (CE item of issue), unauthorized forms, copyrighted or trademark material, unauthorized heraldry, scrapbooks, decorative items with no official use, personal mementos or gifts.”

1.1.4.1. Work Orders. The contractor shall not accept work orders, which are incomplete, improperly prepared, or are not legible. It is the contractors responsibility to ensure all applicable blocks are completed on the Visual Information Request, (AF Form 833), on both the front and back. The requester shall complete the front of AF Form 833 while the contractor shall be responsible for completing the back as appropriate. Separate series of work order numbers shall be used for graphics work orders and photographic work orders. Work orders shall be numbered sequentially, starting with 1-01 etc., to indicate calendar month and work order number so that, for instance, 7-01 would indicate the first work order for the month of July. Work orders containing several work requirements such as shoot, process, proof, and print shall count as one work order with one due-date/time. Work orders are considered complete when the customer has been notified that work is ready for pick up. This is indicated by the contractor in blocks bottom section of the AF Form 833. Requesters must specify the due date/time on the AF Form 833 and all work must be completed on time. The contractor shall submit the previous weeks' completed and numbered work orders by the second workday of each week. The contractor shall forward completed work orders in which the customer has been notified of completion, but has failed to pick up, to QA personnel (QAP) the completed work within 5 work days of notification.

1.1.4.2. Services beyond scope of contract. The contractor shall not perform any work beyond the scope of the contract. Customers wishing to task the contractor beyond the scope of the contract, particularly those services identified in paragraph 1.1.3.1 above, shall be referred to the BMM or QA.

1.1.4.3. Work Order Priorities. All work orders received by the contractor shall fall within one of the following priorities: (See Appendix 2 for the work order priority percentages as they relate to the technical complexity of the product or service.)

Priority 01: Work of an emergency nature, when time is of the essence. Command directed tasking, aircraft accidents, accident investigation boards, intelligence collection, criminal investigations and **certain time-sensitive public affairs material** are examples of priority 01 work. Priority 01 work shall be accomplished without delay and will preempt all lower priority work.

Priority 02: This shall be assigned to graphic work that requires quick turn-around and for the standard priority of photo support. Included is work requested by Public Affairs (PA) for internal or public release, public safety agencies (Security Forces, Fire Department, Safety, and Office of Special Investigations), unit commanders, and products needed to support other work with time restraints.

Priority 03: This shall apply to all other routine work that can be programmed in advance or on a recurring basis.

Priority 04: This shall apply to all complex video production, some publication art, models, fine arts, murals, some 2D displays/exhibits and all 3D displays/exhibits. Work will be performed on an approved basis with a first in - first out arrangement, unless otherwise designated by the BMM or QA. Response times will vary depending upon the complexity of the request and required presentation date.

1.1.4.4. Reserved.

1.1.4.5. Submission of work orders. Work orders completed and delivered to customers each week shall be kept separately grouped by type and the work count taken. The contractor shall submit work orders, accompanied with the production summary printout from the contractor supplied work order tracking program, to the QA personnel NLT 0900 hours of the second duty day following the end of the previous week.

1.2. ADMINISTRATIVE SERVICES. The contractor shall provide all administrative services necessary to perform Multimedia (MM) as defined in this Statement of Work (SOW).

1.2.1. Data Submissions. The contractor shall provide all invoices, reports, forms, and other correspondence listed at Appendix 6, Required Reports, at the time and frequency and in the number of copies specified therein, and ensure the data submitted is complete, accurate, and on white paper. The contractor also shall ensure all copies are

legible, neat and sent or, if need be, hand-carried to arrive at the office of the addressee on the workday and time by which they are required to be submitted.

1.2.2. High Interest Photography. The contractor shall screen all photography accomplished. Submit original still photography of subjects or events that may be considered of permanent interest to the Air Force after approval by the PA Officer and BMM, to 11 CS/SCU, 3 Brookley Ave., Bolling AFB, DC 20032, in accordance with AFI 33-117. Submissions must be made quarterly. All photographic products including products not accomplished by contractor personnel shall be screened for historical submission by Photojournalist(s) assigned to Public Affairs. A fully explained negative response shall be submitted to the BMM.

1.2.3. Motion Media Records Center Submissions. The contractor shall screen all video documentaries accomplished and submit material that may be considered of permanent interest to the Air Force to the Public Affairs Officer.

1.2.4. Host-Tenant and Interservice Support Agreements. The contractor shall maintain a list of host tenant and inter-service support agreements requiring Multimedia support. The contractor shall submit a monthly report (included with the work order turn-in on the first week of the new month) of all designated reimbursable host-tenant or interservice work requests to include: name, rank, and unit of requester, type and amount of work, amount of material expended, number of hours required to accomplish the work and total estimated cost of work accomplished.

1.2.5. Air Force Form 714. The contractor shall answer all customer complaints registered on AF Form 714, Customer Complaint Record, in writing and return all original copies to the QA personnel within three workdays after receipt. The contractor shall have the following sign prominently displayed at the central delivery and pick up area:

"NOTICE TO ALL MULTIMEDIA SERVICES CUSTOMERS. If service is being refused for any reason or is unacceptable (i.e., photo, graphics or media library) from the contractor, AF Form 714, Customer Complaint Record is available for addressing issues. These forms are available through the Quality Assurance Office in room 119, Bldg. 0902 (Wall Studio) or you may call extension 7-2793, or 7-4636 to discuss the problem and get assistance from an Air Force QA personnel in handling the complaint."

1.2.6. Records Management. The contractor shall create and maintain Government-owned/contractor held records regardless of media in accordance with (IAW) AFF 33-119, Electronic Mail (E-Mail) Management and Use, paragraph 8; AFI 33-202, Computer Security, paragraphs 3.5.1 and 3.6.1; AFI 33-322, Records Management Program, paragraphs 7, 8, 9 and 10 and supplements; AFMAN 37-123, Management of Records, Chapters 2-6, paragraphs 7.10 – 7.29, and Keesler supplements (will convert to AFMAN 33-323); AFI 37-138, Records Disposition—Procedures and Responsibilities, Chapters 2,3, 6 and supplements (will convert to AFI 33-338); AFMAN 37-139, Records Disposition—Procedures and Responsibilities (will convert to AFMAN 33-322, Vol. 4); Keesler Directive 33-301, Electronic Records. The contractor shall: segregate the government-owned records from contractor-owned records, install and operate the mandatory Air Force-wide Information management (IM) Standard Automated System (RIMS), identify all records created/required by the contract on the RIMS files plan, complete an AF Form 67, Designation of Records Management Personnel, delegate a records custodian and maintain government records. The contractor shall forward AETC Form 67 to 81 CS/SCBR for scheduling and training. Background electronic data and records specified for delivery to the contracting agency shall be accompanied by technical documentation sufficient to permit Air Force utilization of data. The contractor shall, upon completion of the contract, turn over to the government all government-owned/contractor held records (regardless of media) that were received created, maintained or provided by the government or generated for the government. In the event of default or non-performance, the government will have access to all records in order to ensure mission support is not interrupted. For purposes of clarity the follow terms are identified and explained.

Government-Owned/Contractor-Held Records: Records regardless of media that document the contractor's activities and functions necessary for the performance of the contract. This shall include documentation of those day-to-day operating procedures that are essential to carrying out the statement of work and those actions, organizational structure, policies, decisions, operations, an activities necessary to perform or continue the work performed under the contract

Contractor Owned Records: Records that relate exclusively to the contractor's internal business or are of a general nature not specifically related the performance of work under the contract.

Freedom of Information Act (FOIA) Request: A written request for DoD records made by any person, including a member of the public, an organization, or a business that either explicitly or implicitly involves the FOIA, DoD Directive 5400.7.

Privacy Act Request: A written request from the subject of the records or a request with the subject's written consent.

Functional Request: A written request for DoD records made by any person, including a member of the public, an organization, or a business that either does not cite the FOIA or Privacy Act. This does not include those with a need to know to perform official Government business.

1.2.6.1. Records Access:

1.2.6.2. **DoD Freedom of Information Act (FOIA) Program:** If the contractor receives a FOIA request, the contractor shall immediately hand carry to the base FOIA manager (81 CS/SCBR) for processing. The FOIA manager will task a government official. When tasked, the contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

1.2.6.3. **Privacy Act Program:** The contractor shall create and maintain Privacy Act data IAW AFI 33-129, *Transmission of Information Via the Internet*, paragraphs 7.4, 8.2.3, 16, and 17 and supplements; AFI 33-201, *Communications Security (COMSEC)*, Table 1; AFI 33-332, *Air Force Privacy Act Program*, paragraphs 1.4.7, 1.4.8, 3.3.3, Chapter 7, Chapter 9, Chapter 10 and supplements; and Privacy Act systems of records notice(s) refer to the following website: <http://www.defenselink.mil/privacy/notices/usaf>. The contractor shall not create or maintain a Privacy Act system of records prior to public notice. If the contractor receives a Privacy Act request, the contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

1.2.6.4 **Functional Request:** The contractor shall be responsible for searching for the records and providing those records to a government official who as the authorized official will make the decision on releasing government records.

1.2.6.5. **For Official Use Only:** The contractor shall create and maintain FOUO material IAW DoD 5400-7, R, *DoD Freedom of Information Act Program*, Chapter 4, AFI 33-129, *Transmission of Information Via the Internet*, paragraphs 7.4, 8.2.3, 16 and 17; and AFI 33-201, *Communications Security (COMSEC)*, Table 1. Mark all documents meeting the requirements identified in DoD Regulation 5400.7/Air Force Supplement, paragraphs C3.2.1.2 thru C3.2.1.9. as "For Official Use Only" IAW instructions identified in paragraph C4.2.1. Additionally, mark all listing containing two or more names with the following statement: "FOUO This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA). Title 5 U.S.C 552(b)(2) High and (b)(6) apply." Safeguard all sensitive data IAW DoD Regulation 5400.7/Air Force Supplement, paragraph C4.4. When documents containing FOUO material are authorized for destruction, shred the records so that the pieces can't be reconstructed. Degauss or overwrite magnetic tapes or other magnetic medium.

1.2.7. **Environmental Control.** The contractor shall comply with applicable EPA standards and local environmental and atmospheric directives for the handling, neutralizing, and disposing of industrial toxic waste materials. Procedures to accomplish this shall be specified in the Contractors Quality Control Plan.

1.2.8. **Facilities Maintenance.** The contractor shall maintain all facilities in a neat and orderly condition. Problems with contractor facilities in building 0902, Wall Studio, or building 0468, Keesler Medical Center, should be addressed to the respective building managers.

1.2.8.1. **Light Bulbs.** The contractor shall furnish and replace all burned out light bulbs in all contractor work areas of building 0902.

1.3. GRAPHICS SERVICES.

1.3.1. Overview. The contractor shall provide color and black and white graphic arts support to include the design and creation of technical and scientific illustrations, charts, graphics, viewgraphs, diagrams, cartoon illustrations and other artwork for managerial, operational, training, educational, motivational and administrative purposes. Electronic Imaging will be used for the majority of these products. The contractor shall also provide design and production of other graphic products such as military fine art, murals, posters, displays, exhibits, and temporary or interior signs utilizing hand painted or hand drawn techniques of the highest professional caliber and technical competence.

1.3.1.1. Work Count. For most graphics products, the work count shall be the quantity/number of finished products delivered to the customer. Most intermediate products shall not be counted as production units. As example: A unit with overlays shall count as one unit. Where more complex items are involved commercial practices will be followed. Production units, which are assembled together to form a more complex presentation, will each count as one (1). As example: a basic display or exhibit complete with lighting would count as one (1) unit; subsequent photographs, large format color prints or posters, charts, graphs, emblems, signs, detailed or fully articulated models, etc. which are part of the display or exhibit will be counted individually and their sum total added to the work order count. Lamination, mounting and edge trimming of graphic or photographic products are counted in addition to the product. As example: A large format color print is laminated and mounted onto foamcore. The work count would be three (3). The product itself counts as one unit as well as each of the subsequent steps of lamination and mounting.

1.3.1.2. Quality of Products. Graphics support may require contact with the customer one or more times in development and preparation of the product(s). All products shall be produced to the highest industry commercial standards and shall meet the customer's requirements as stated on the AF Form 833. QA personnel maintain samples of completed graphics, indicating quality of work.

1.3.1.3. Graphics Products. The contractor shall prepare authorized requested graphics products as stated below. The contractor shall provide graphics products FOR OFFICIAL USE ONLY (ref. Paragraph 1.1.3.1.). Products, response time, and estimated annual quantities are listed in Appendices B and C. Due to the sensitive nature and official use of graphic products produced, the contractor shall ensure all graphics work is performed by contractor employees. The contractor shall include in his Quality Control Plan procedures for ensuring only contract employees handle and disseminate graphic work, and also state the procedures, contractor facilities and equipment to be used to meet both normal and surge requirements.

1.3.1.4. Visualization. The contractor shall provide artistic expertise to customers to assist in graphic arts development and to aid in conceptualizing graphics approaches to basic and abstract ideas and plans after coordination with the BMM and QA. A visualizer(s) shall be available during normal working hours and shall make sketches or rough drafts to illustrate ideas for the customer and as a guide for finished artwork, when required. The visualizer(s) shall:

1. Assist customers in clarifying communication objectives.
2. Tailor imaginative, premium quality design to deliver a message of maximum impact.
3. Consult with customers to determine strategy and develop multi-stage visual communication programs to support customer-marketing efforts.
4. Offer creative script writing services in conjunction with video productions.
5. Assist customers in conceptual development of brochures, manuals, reports, Economic Impact Statements, flyers, newsletters, handouts, posters, banners, presentation folders, promotional materials and other products necessary to forge visual images for user organizations.
6. Be proficient in page layout and publication design from concept to finished product utilizing EIC equipment and standard commercial desktop publishing software (Quark Xpress, Pagemaker, Adobe Illustrator, Adobe Photoshop, etc.).

1.3.1.5. Self-Help Graphics. The contractor shall provide self-help capability and assistance for production of non-professional charts, poster, displays, illustrations, nameplates, indoor signs, viewgraphs, etc. Materials, equipment, and supplies to make the aforementioned items shall be readily available at all times. The contractor shall provide a minimum of two self-help graphic imaging system with accessories and software. Self-help computer

must meet the minimum requirement as stated in Appendix A-1, paragraph A1.3.3 under Contractor Furnished Equipment. The contractor-furnished computers shall be networked and capable of printing to the government provided color printer.

1.3.2. Graphics Products. The contractor shall:

1.3.2.1. Properly mark classified products with the level of classification and general downgrading instructions as required in accordance with paragraph 11c of DODM 5220.22, Industrial Security Manual for Safeguarding Classified Information. All classified products including extra copies, working papers, and scraps, will be safeguarded and returned to the requester. All material shall be accounted for and annotated on the AF Form 833. The contractor will handle and safeguard classified material in accordance with DODR 5200-11/AFI 31-401.

1.3.2.2. Unless otherwise instructed by the BMM or QAP, keep original unclassified artwork on file in Graphics. Computer generated masters shall be filed on floppy disks, or other suitable large capacity disk. Disks shall be filed by organization. Backup disks shall be created once a month. All masters shall be filed by organization and will be reviewed annually by a representative from the organization for currency. Outdated material will be discarded.

1.3.2.3. Provide a minimum of one NT compatible and two Macintosh compatible Graphic Imaging Systems (GIS) that meet the requirements of paragraph A1.3.4 of the SOW. Contractor furnished equipment must be compatible with the government provided systems.

1.3.2.4. Provide a multifunctional color laser copier/printer/scanner and RIP capable of producing a full bleed 11x17 print onto 12x18 paper for the production of contractor furnished items. The contractor furnished copier/printer and RIP shall meet the requirements of paragraph A1.3.5 of this SOW.

1.3.2.5. Prepare artwork for 35mm slide reproduction utilizing original art work, customer copy, computer generated images or existing masters as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Careful attention shall be given to the size and proportion of artwork. Ensure that layouts and sizes remain relatively constant to prevent visual distractions. The majority of 35mm slides will be computer generated utilizing contractor provided film recorders and film processors. All 35mm slides shall be processed by the E-6 method utilizing a contractor provided E-6 film processor. No instant or Polaroid type slides will be accepted. The contractor furnished film recorder(s) shall meet the requirements of paragraph A1.3.6 of this SOW. The contractor furnished E-6 film processor shall meet the requirements of paragraph A1.3.7 of this SOW. Due to the variety and complexity of products the contractor shall provide level II Illustrators for accomplishing 35mm slide art.

1.3.2.6. Produce and assemble viewgraphs from original artwork and existing masters as identified in Appendix A based on AF Form 833 work orders. Viewgraph artwork shall be designed and assembled so that changes and modifications may be easily made to the text. Viewgraphs will normally be computer generated in Power Point, full color and printed utilizing the contractor provided electrostatic printer. Approximately 5 percent of viewgraphs produced will be "Board Room" quality and must be printed on the government provided dye sublimation printer.

1.3.2.7. Design and construct flip charts, briefing charts, status charts, and wall charts as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Charts are normally computer generated. Contractor shall provide a large format color printer and RIP for the production of computer-generated charts and other graphic items, which will produce prints up to 35.5 inches wide by 108 inches in length. Assemble flip charts and briefing charts with a cover sheet and mount on cardboard, illustration board or foamcore. With the exception of flip charts, other charts may be required to be laminated utilizing contractor provided laminator capable of laminating a minimum of 36 inches wide. Charts over 35.5 inches wide by 96 inches long will be paneled. Each panel on an oversize chart will receive a work count of 1. The contractor furnished large format printer shall meet the requirements of paragraph A1.3.8 of this SOW. The contractor-furnished laminator shall meet the requirements of paragraph A1.3.9 of this SOW.

1.3.2.8. Design and letter or engrave signs by hand (brush, airbrush, markers, silk-screen, etc.) or machine (Letteron Kroy engraver, vinyl cutter, computer, etc.) as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Signs may also include artwork such as emblems, illustrations, etc. Contractor shall not produce permanent exterior signs. Contractor shall provide a vinyl cutter capable of producing

cut vinyl 30 inches wide without stripping or paneling of individual design elements. The contractor furnished vinyl cutter shall meet the requirements of paragraph A1.3.10 of this SOW.

1.3.2.9. Design, construct, and letter posters non-Civil Engineers maps, book covers and calendars as identified in Appendix 3 (A-3) based on AF Form 833 work orders. Construct as required on paper, illustration board, card stock, vinyl coated Styrofoam, plastic panels, wood and metal in size and quantity established by requester.

1.3.2.10. Design, construct, and letter displays/exhibits as identified in Appendix A based on AF Form 833 work orders. Construct as required on paper, illustration board, card stock, vinyl coated Styrofoam, plastic panels, wood and metal in size and quantity established by requester. Displays/exhibits will range from tabletop and wall decor to elaborate freestanding functions including 2 and 3 dimensional designs. The contractor shall provide all lighting forms, mannequins, etc.. The contractor shall furnish facilities and all related woodworking and metal working equipment, power tools and hand tools for the fabrication of custom displays and exhibits. This is a controlled item and shall only be accomplished after approval by the BMM or QAP.

1.3.2.11. Maintain or modify existing displays, exhibits or training devices that fall within the multimedia functional area. Workload estimates include maintenance and updates to existing displays or exhibits.

1.3.2.12. Provide a minimum of one commercially produced 10 foot wide by 8 foot tall curved panel display system, complete with top track lighting and free standing podium for use in the development and presentation of displays by base customers. The contractor furnished display system shall meet the requirements of paragraph A1.3.11 of this SOW.

1.3.2.13. Design, construct, and letter nameplates as identified in Appendix A based on AF Form 833 work orders. Construct as required (Letteron Kroy, engraver, computer, etc.) on paper, illustration board, card stock, vinyl coated Styrofoam plastic panels, wood and metal in size and quantity established by requester.

1.3.2.14. Design, construct, and letter emblems, decals, labels, badges, and stickers as identified in Appendix A based on AF Form 833 work orders. The contractor shall provide camera-ready masters only for emblems requiring mass production. Decals shall be constructed in a manner for simple transfer and long lasting adhesion. Emblems must conform to specific standards of design and color as specified in Air Force Heraldic Instructions. Emblems shall be done on paper, film, illustration board, vinyl-coated Styrofoam, expanded plastic panel, wood and metal, utilizing various methods (hand construction/completion, photographs, engraved, large format print, cut vinyl, etc.).

1.3.2.15. Fabricate three-dimensional paper maiche, clay or wooden emblems and prepare hand carved and otherwise fitted master emblems as identified in Appendix A based on AF Form 833 work orders. The master emblems shall be used to cast rubber molds for rendering plaster cast emblems finished in full color or in bronze or silver tone. This is a controlled item and shall only be accomplished after approval by the BMM or QAP.

1.3.2.16. Design and produce illustrations for subsequent inclusion in printed publications as identified in Appendix A based on AF Form 833 work orders. Computer illustrations will be compatible with and formatted to meet government requirements. Illustrations shall be in black and white or color, in four (4) color and single color formats or on computer disk. The contractor shall be responsible for all illustrations submitted for all resident and Career Development Course (CDC) material. The contractor shall provide illustrations compatible with and formatted to the Course Development and Student Administration/Registrar (CDSAR) computer requirements in encapsulated postscript format (EPS). Illustrations produced for CDC and resident course requirements shall be of high quality and in the sizes and format requested.

1.3.2.17. Have the capability for printing illustrations from computer disks for resident courses and sending computer disks with illustrations to the Extension Course Institute (ECI) at Maxwell AFB for inclusion in CDCs'. All computer disks sent by the contractor from Keesler AFB to ECI will be color coded with a red label.

1.3.2.18. Maintain computer-generated products on high-density floppy disks, or other large capacity disk as file art. These disks will become the property of the Government.

1.3.2.19. Scan documents and convert them to a Portable Document Format (PDF) utilizing contractor furnished GIS and contractor furnished software (Adobe Acrobat) as identified in AF Form 833 work orders. Scan text documents, perform Optical Character Recognition (OCR) on the documents utilizing contractor furnished GIS and contractor furnished software (Omni Page Pro or equal) and convert the document to a Microsoft Word Format. For document scans, each page scanned and converted will receive a work count of one.

1.3.2.19.1. Provide copies of file art in PDF, EPS, TIFF, JPEG, DOC, BMP, WMF or AI format to customers who furnish disk(s) appropriate for transfer as identified in AF Form 833 work orders. Individual illustrations will be counted when transfer is accomplished. If an entire disk is transferred with no change, unit count is only one.

1.3.2.20. Reserved.

1.3.2.21. Maintain capability to provide name tags, book covers, signs, posters, charts, calendars, etc., utilizing hand drawn techniques. However, when possible, and if the capability exists, these products should be accomplished utilizing EIC equipment.

1.3.2.22. Accomplish lettering by mechanical methods (Letteron, Kroy, cut vinyl, engraved, etc.) or prepare by hand (brush, air brush, vinyl lettering) method as requested or required as identified in AF Form 833 work orders. Unit count for lettering may be taken only when the finished product cannot be attributed to a specific product line or when it is not a component of a more complex product such as lettering on windows, doors or customer provided materials that require lettering only.

1.3.2.23. Prepare text for unique printing requirements as identified in AF Form 833 work orders. Writers and instructors prepare text for instruction books. However, both the command section and several other offices will require desktop publishing design services and text setting.

1.3.2.24. Provide capability utilizing a hole puncher and spiral binding.

1.3.2.25. Design, construct, and letter banners and similar items (flags, legends, mottoes, etc.) as identified in AF Form 833 work orders. Construct as required on paper, cloth, canvas, or vinyl. This is a controlled item and shall only be accomplished after approval by the BMM or QA.

1.3.2.26. Letter and number official military license plates and fabricates embellish, and letter official vehicle rank and organization placard as identified in AF Form 833 work orders.

1.3.2.27. Hot roll laminate graphic work items as requested by customers as identified in AF Form 833 work orders. The contractor shall provide the capacity to hot roll laminate up to 36 inches wide. Laminates will normally be 5-mils thick applied to both sides, matte or clear finish as requested. Approximately 10 percent of items laminated will require 10-mil laminate to both sides. All items laminated shall be free from wrinkles, blisters or other noticeable defects. Any graphic work items, which are damaged in the lamination process, will be re-accomplished on a priority basis and shall not be recounted as a completed item.

1.3.2.27.1. Caution customers requesting lamination of items that were not accomplished as a graphic or photographic work item of the inherent danger of the lamination process. The contractor will use due care when laminating any item but will not be responsible for lamination damage to customer provided items, provided that due care was used.

1.3.2.28. Mount graphic products onto foamcore, gatorboard, UltraBoard, illustration board, Sentra, or other similar substrate as identified in AF Form 833 work orders. The graphic product mounted shall be free from wrinkles, bubbles and the like. Due to the relative high humidity in the local area the contractor shall provide a vacuum mounting system to insure an adequate bond of the materials being mounted. The contractor-furnished vacuum mounting system shall meet the requirements of paragraph A1.3.12.

1.3.2.29. Apply perimeter edge trim to items mounted on foamcore or substrates 3/16 inches thick as identified in AF Form 833 work orders. The contractor shall furnish an edge trim system and edging materials in black, white, silver and gold. The contractor-furnished system shall meet the requirements of paragraph A1.3.13 of this SOW.

1.3.2.30. Fabricate exact scale models possessing the characteristics and proportional dimensions of items such as terrain, actual operational equipment, weapons, aircraft, ships and personnel as identified in AF Form 833 work orders. Models may be required to be static, partial working or working replicas; stand-alone or diorama in nature. Standard model materials shall include but not be limited to paper, paper-maiche, clay, plasticine, vacuform plastic, modeling metal, soft and hard woods and metal and cloth of various grades and thickness. Some models may require electronic wiring and small motors. The contractor shall furnish facilities and all related woodworking and metalworking equipment, power tools and hand tools for the fabrication of models and dioramas. This is a controlled item and shall only be accomplished after approval by the BMM or QAP.

1.3.2.31. Provide fine arts illustrations, portraits and murals for historical, motivational and other military purposes as identified in AF Form 833 work orders. Contractor shall provide these items on paper, illustration board, canvas, Masonite board, expanded plastic panel and the like. The customer shall be responsible for framing and proper hanging and display of these items. The contractor shall provide technical guidance as to framing and hanging systems to the customer when requested. Contractor shall ensure an adequate number of highly skilled individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043). This is a controlled item and shall only be accomplished after approval by the BMM or QA.

1.3.2.32. Provide room or hallway murals, wall graphics, emblems, etc. for historical, motivational and other military purposes as identified in AF Form 833 work orders. Contractor shall provide these items directly to building, room or hallway walls. Contractor shall ensure an adequate number of highly skill individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043). This is a controlled item and shall only be accomplished after approval by the BMM or QA.

1.3.2.33. Provide crime/disaster scene illustration upon request. This includes on-location illustration work when requested. These illustrations are accomplished according to specific instructions provided by the investigative organizations. It is estimated this service will be required only sporadically during the contract. One response per year is anticipated.

1.3.2.34. Provide the Command Post/Logistics Readiness Center with graphics personnel to support emergencies, exercises or natural disasters such as hurricanes. It is estimated that overtime pay will be applicable to approximately 60 hours in support of the Command Post/Logistics Readiness Center. Over and above payments for this service will only be made for hours worked in excess of the 60 hours programmed.

1.3.2.35. Provide Medical Illustrations. Graphics personnel shall prepare sketches, drawings, paintings and construct models to illustrate surgical and medical research procedures, anatomical and pathological specimens, unusual clinical disorders, microorganisms and animal tissue. Illustrators shall be required to view pathological specimens, and autopsies, and must not have a religious or ethical aversion to human or animal experimentation.

1.3.3. Video Graphics. The Contractor shall provide computer generated video graphics in support of television production and Interactive Videoteletraining broadcast. These graphics shall include text, illustrations, 2-D and 3-D models and animation. Graphics may have a realistic or abstract appearance. Motion sequences and rendered images shall be of high quality. The government may supply desktop graphics to the contractor for inclusion in video products. The contractor shall advise the government on selection of colors, fonts, and other design elements, which affect the quality of the video product. The contractor shall provide a suitable multi-write or incremental CD-Reader/Writer and applicable software for the purposes of providing CD disk to customers. The contractor furnished CD-Reader/Writer shall meet the requirements of paragraph A1.3.15. Due to the complexity of this service the contractor shall provide level III Illustrators (DOL No. 13043).

1.3.4. Interactive Courseware (ICW) Development & Air Force Qualification Training. The contractor shall assign a dedicated full time multimedia specialist(s) to work with the 81 TRSS ICW flights, TSUI and TSQ [Interactive Courseware Development (ICW) Unit in building 4227 and the Qualification Training (Q) Flight in the Vosler

Academic Development Center, Bldg. 2602 respectfully] for the purpose of developing and producing Interactive Courseware and Air Force Qualification Training Packages. The contractor shall assist in integrating text, sound, graphics, still photos and full motion video into a digital interactive multimedia program or an Air Force Qualification Training Package.

1.3.4.2. Normal Duty Location. Contractor personnel providing these services will normally be assigned to a workstation located in building 4227. Work performed at the Vosler Academic Development Center, Bldg. 2602 will be considered as a location assignment. The unit in building 4227 may move to building 2602 during the term of this contract. The contractor shall be responsible for moving personal effects only. The Government will move furniture, equipment and files.

1.3.4.3. ICW Graphics. The contractor shall render custom computer graphics, drawings and animation, including but not limited to three-dimensional designs. All work shall be rendered in Windows or DOS environment, based on the ICW project platform provided by the 81TRSS. The contractor shall be knowledgeable of hardware and software requirements for ICW and advise ICW development teams regarding capabilities and limitation of the related hardware/software.

1.3.4.3.1. ICW Videography and Photography. The contractor shall use 81TRSS-imaging equipment to acquire all necessary photographs and video to support ICW training packages. The contractor shall be able to operate a digital still frame camera, digital camcorders and associated peripheral equipment. The contractor shall provide a lighting system which meet the requirements of paragraph A1.3.16 The contractor shall provide special effects with proper lighting to insure high quality photographs and video are provided to the development teams.

1.3.4.4. Air Force Qualification Training Packages Graphics. The contractor shall render custom computer graphics, schematic drawings, block diagrams, and flow charts in a vector-based format (i.e.: Visio) that can be imported into Microsoft Word documents. The contractor shall provide photo-realistic graphics in a Bitmap format, which can be imported into Microsoft Word Documents.

1.3.4.4.1. Air Force Qualification Training Packages Videography and Photography. The contractor shall provide a lighting package for use on remote video or photography assignments. The lighting package shall meet the requirements of paragraph A1.3.17. All remote site video or photography assignments shall be lit at the customer's discretion. Proper placement of lighting shall insure shadow-free and glare-free images that maintain consistent levels of color, pedestal and composition. The contractor shall utilize government furnished waveform monitor, video monitor and associated cables that interface with a digital still camera or video camera at the customers discretion on all remote video or photography assignments. Use of this equipment shall provide the customer with line video and signal measurement to insure the maintenance of consistent levels of color, pedestal and composition.

1.4. PHOTOGRAPHIC SERVICES AND PRODUCTS. THE CONTRACTOR SHALL NOT OPERATE ANY CHEMICAL (WET) PHOTOGRAPHIC PROCESSES ON KEESLER AIR FORCE BASE. All chemical (wet) photographic processing shall be accomplished off base in a contractor-operated facility. The contractor is responsible for acquiring and maintaining facilities and the processes to develop all films. Due to the sensitive nature and official use of photographic products produced, the contractor shall assure contractor employees perform all photographic work. The contractors' Quality Control Plan shall include procedures for ensuring only contract employees handle and disseminate photographic work, and also state the procedures to be used at contractor facilities. The Quality Control plan must also list the equipment to be used in order to meet both normal and surge requirements.

1.4.1. Overview. The contractor shall provide photographic services, as requested on AF Form 833 or AF Form 365, to include processing of color films, production and reproduction of color prints, and the production and reproduction of slides/transparencies for color negatives. All photographic services shall be for OFFICIAL USE ONLY (ref. Paragraph 1.1.3.1). When work requires electronic methodology, image acquisition shall be accomplished using a digital camera system for the majority of EIC still photographic requirements. Imagery acquired on 35mm film will be digitized, using a 35mm slide scanner and printed electronically. The QA personnel maintain samples of completed still photography, indicating quality of work. Due to the complexity of this service and the fast changing technical advancements the contractor shall not employ any entry-level photographers. The lowest acceptable classification is Photographer II (DOL No. 13072).

1.4.1.1. Photographic Products. Performance Standards are included in Paragraph 2, Service Delivery Summary. All photographic products delivered to customers shall be clear, sharply focused, free from surface defects such as streaks, dust spots, stains, and acceptably lighted/exposed, and meet the customer's requirements. Product response times and estimated frequencies are listed in Appendix B, photographic products. Work count for negatives shall include only those negatives chosen for printing with the following exceptions:

1.4.1.2. Negative Count. Film exposed by authorized base users and submitted for processing shall be counted toward work count according to the actual exposure count indicated on "factory load" film. (i.e. A 24 exposure roll would count as 24 negatives regardless of the actual number of exposures made on the roll)

1.4.1.3. Self-help Film. All film provided by the contractor to base users shall be factory loaded. Bulk load film shall not be used.

1.4.1.4. Digitally Produced Prints. Digitally produced products to be delivered to customers will be digital thermal dye continuous tone color prints (2x2 up to 8x10), color laser prints (8.5x11 up to 11x17 full bleed), Pictography 4000 prints (up to 12 x 18) or large format inkjet print (up to 35.5x108) utilizing a combination of GFE and CFE. The contractor shall provide a Graphic Imaging System, which shall meet the requirements of paragraph A1.3.4. The Graphic Imaging System shall be capable of printing to the CFE Fuji Pictography 4000 (reference paragraphs A1.3.19 and A1.4.2.5.1). Digitized photo imagery will also be provided in various forms of data storage devices and file formats.

1.4.2. Photographic Services. Photographic services include scheduling location photography and providing studio, location, alert/emergency, self-help, copy, digital, and miscellaneous photography.

1.4.2.1. Location Photography. The contractor shall ensure photographers are present for location photography appointments 10 minutes prior to the date and time requested by the customers. The Government will normally notify (either orally or in writing) the contractor of requirements for location photography at least 24 hours in advance; however, this is not always possible. On occasion, the contractor may receive an hour or less notification of a location photography assignment, which shall be considered a Priority 01. Typical short notice requirements are for emergency situations and accidents.

1.4.2.2. Simultaneous Locations. The contractor shall maintain the capability to service a minimum of 3 different, simultaneous location photography assignments while providing for studio and alert photography requirements. The customer service area for photography must be attended at all times during duty hours. Location photographers shall use contractor-furnished transportation. Some location photography will be aerial in Government provided aircraft arranged by the requester.

1.4.2.3. Official Work. Contractor shall adhere to paragraph 1.10.1 of AFI 33-117, and paragraph 1.3.1.3 of this contract. The contractor shall not disapprove or refuse to accomplish any work order request. Work considered unofficial, unauthorized or beyond the scope of the contract shall be immediately forwarded to the BMM or QAP for resolution. Any unofficial, unauthorized or beyond contract scope work performed by the contractor without Government approval shall not be counted as production by the Government.

1.4.2.4. After-duty Hour Assignments. Contractor shall provide photographer(s) for scheduled after-duty hour assignments. The contractor shall contact requester and ascertain appropriate attire for the event (i.e. dining in, formal dress, etc.).

1.4.2.5. Studio Photography. Provide portrait photography services during the hours of 0700-1700 hours, Monday through Thursday; and every other Friday from 0700-1200 hours with the compressed work schedule in effect. Contractor may schedule studio photography by appointment, but walk-in customers must be expected and accommodated. Studio operation hours shall be continuous without regard to lunch hours. Typical requirements are for passport application photographs, citizenship application photographs, special duty application photographs, Search and Rescue (SAR) identification photographs, and special interest photographs. Information to be included on the photographs shall be in accordance with instructions provided on the AF Form 833.

1.4.2.5.1. Traditional Photographic Methods. When film based photography is performed, two exposures per subject are made and the contractor selects the negative to be printed; however, the contractor shall take as many exposures as necessary to obtain the required composition and technical quality required for a desirable portrayal of the subject. Portraits must be properly exposed and lighted, of good contrast/color, clear, properly composed, and sharply focused. Portrait negatives shall be retouched, as necessary or as requested, to remove or subdue blemishes; however, retouching shall not be used to alter an individual's appearance. Reasons for portrait retakes shall be documented on the AF Form 833. As a minimum, the contractor shall provide seamless background paper for studio use in the following colors: white, gray, light blue, and dark blue. The contractor shall assist customers in ensuring that subjects meet established Air Force standards.

1.4.2.5.2. Digital Photography and All Army (DA) Promotion Photography. The contractor shall provide the majority of studio photography in a digital format. Contractor shall provide a Graphics Imaging System, which meets the requirements of paragraph A1.3.4. The contractor furnished Graphic Imaging System must be compatible with government furnished equipment. The contractor shall furnish one Fuji Pictography 4000, which meets the requirements of A1.3.19.

1.4.2.6. General Officers and Non-Air Force DOD Record Photography. The size, pose, number of photographs, information to be included on the photograph(s) and disposition of original negatives shall be in accordance with Air Force and DOD directives. The contractor must notify the customer when prints are ready, and have customer or customer's representative approve the prints. If the customer, for subjective reasons, rejects portraits, the contractor shall grant one additional sitting, and no more. However, if the retake was due to technical problems (i.e. poor or insufficient lighting, bad chemistry, defective film, etc.), additional sittings shall be authorized until the problem is resolved.

1.4.2.7. Official Passport Photographs. The contractor shall provide instant passport photography. The contractor shall provide a Graphic Imaging System, which will produce digital prints per the requirements of paragraphs A1.3.4 and A1.3.19. As a backup to the digital system the contractor shall provide an instant passport camera per the requirements of paragraph A1.3.20. All passport photographs shall be cut and delivered to the customer at the time of the request. Subjects shall be photographed head-on to the camera against a white shadowless background. Flat lighting shall be used. Prints shall be 2x2 inches overall on a non-glossy surface on film that is acceptable to the US Passport Office. The image must measure not less than 1 inch, or more than 1-3/8 inches from the bottom of the chin to the top of the hair.

1.4.2.8. Citizenship Photographs. The contractor shall provide instant photography to meet this requirement. Requirements are the same as for passport photography.

1.4.2.9. Search and Rescue (SAR) Identification Photographs. The contractor shall provide instant photography to meet this requirement. A front and side view shall be taken of each subject. Flat lighting shall be used. Prints shall be 2x2 inches overall.

1.4.2.10. Special Duty Assignment Photographs. Size, pose, number of prints, and information to be included on the photograph(s), if any, shall be in accordance with information provided by the Military Personnel Flight on AF Form 833. If the customer for subjective reasons rejects photographs, the contractor shall grant one additional sitting, and no more. Digital or instant photography shall be used when size permits. The background and the foreground shall be one continuous tone without any break, i.e.; seamless paper shall be used entirely for the background and foreground.

1.4.2.11. Alert/Emergency Photographer. The contractor shall provide an alert photographer in accordance with AFI 33-117, paragraph 2.1.1, who shall keep the Security Forces and Command Post informed of their location at all times. This can be accomplished by means of a contractor provided telephone pager or other reliable method. The number of the pager or other method shall be provided at the start of contract performance to the Security Forces for notification of alert photography duties. Security Forces will provide details of the incident or the requesters name and telephone number. The contractor shall also respond to requests from the Wing Commander who may contact the alert photographer directly. The contractor shall ensure the alert photographer is present, unless otherwise directed by the Contracting Officer within 10 minutes of call during work hours and within 45 minutes of call during non-work hours, with adequate photographic equipment and supplies to photograph, in color (negatives and slides), the following: Security Forces law enforcement activities; Flying or ground safety accidents or incidents; disasters,

fires, flood or other natural disasters; other emergencies requiring immediate photographic documentation; photography as required by the commander or his designated representative. NOTE: THIS INCLUDES LAST MINUTE, FAST BREAKING NEWS EVENTS AS IDENTIFIED BY THE PUBLIC AFFAIRS OFFICE. ALERT PHOTOGRAPHER RESPONSE TIME IS CALCULATED FROM THE FIRST ATTEMPT AT NOTIFICATION (CALL) TO THE ACTUAL ARRIVAL OF THE ALERT PHOTOGRAPHER AT THE LOCATION REQUIRED.

1.4.2.11.1. Emergency Situations. An emergency situation is defined as any situation where the Disaster Response Group is assembled and the alert photographer is required. The situation can be aircraft accident, civil disturbance, natural disaster (volcano fall-out, earthquake or weather related) ground accidents, or enemy hostilities. The priority assigned to work is Priority 1.

1.4.2.11.2. Requirements: Upon notification of a Disaster Response, the alert photographer will arrange for transportation with the requester (Safety, Disaster Preparedness, or Security Forces) if the assembly point/scene is in a controlled area. If the scene is not in a controlled area, the photographer will proceed directly to the scene. The alert photographer shall ascertain the scope of the situation and notify the Contract Manager for possible recall of additional personnel for photographing the scene or for darkroom duties. The photographer shall take the proper and sufficient amount of equipment and supplies to the scene.

1.4.2.11.3. Photographer's Actions. Upon arrival at the scene, the photographer shall report to the On-Scene Commander. No photos shall be taken until the photographer reports to the commander. The On-Scene Commander shall direct the photographer to either the Safety Officer in the case of an aircraft or ground accident or the Disaster Preparedness Officer in the case of other disasters for photographic tasking. The photographer shall take directions only from these individuals.

1.4.2.11.4. Additional Contractor Actions Required. The photographer shall report to the On-Scene Commanders representative and brief the representative on all the photographs taken. The photographer shall remain at the scene until dismissed. In the event additional photographs are requested by other agencies on the scene, the photographer shall notify the point of contact and then accomplish the photographs only on the permission of the point of contact. The photographer shall not discuss the incident with civilian news media or anyone else that is not part of the Disaster Response Force. All requests for information or photographs shall be directed to the Wing Commander/Public Affairs representative. All film shall be considered as FOR OFFICIAL USE ONLY, unless appropriate authority classifies the film. All negatives slides and prints shall be forwarded to the Office of Prime Responsibility (OPR), the Safety Office for accident investigation or the Disaster Preparedness Office for disasters. Any other office requiring copies of the photographs must request the photographs from the OPR. No photographs shall be released to the Public Affairs Office until the photographs have been cleared by the OPR. If immediate film processing and printing is required, the alert photographer will notify the project manager for darkroom assistance. Normally film processing and contact proof sheets are required initially and are required to be performed at the contractors off base facility. The OPR shall be notified as soon as the contact sheets are ready for viewing. The contractor shall be responsible for the delivery of the proof sheets to the OPR. The OPR may request that projection prints be printed at this time. These prints shall be accomplished as a Priority I work request. If additional contractor personnel have not already been recalled, personnel may be required to be recalled at this time to meet the suspense. Contractor personnel shall not leave the contractor facility until the work is completed and the OPR relieves them.

1.4.2.11.5. Alert Work Orders. Emergency requests for the alert photographer do not require immediate submission of a work order, however, the contractor shall not release the finished products to the requester until properly certified on an AF Form 833.

1.4.2.11.6. Alert Priority. Unless otherwise instructed by the requester, all "emergency" alert photography requirements shall be completed at the earliest possible time.

1.4.2.11.7. Alert Roster. Five workdays prior to the start of every new month, the contractor shall submit to the Medical Center, Security Forces Squadron (SFS), Command Post, and the QA personnel a list of alert photographers' names and telephone numbers. Instructions included in this report shall be as follows: The SFS is to telephone the photographer listed as being on call for that period. If there is no answer, the instructions will next direct the SFS to call either the contractor provided beeper service number or the contractor supervisor whose

number is also listed. If the beeper service is used and no response is received within 15 minutes, the SFS will call the listed supervisor.

1.4.2.11.8. Alert Call Log. The contractor shall log all alert calls or alert exercise calls. The log shall indicate date and time of receiving call; name, rank, telephone number, and office symbol of requester for alert photography; name and on-scene arrival time of alert photographer, and name of on-scene point-of-contact. This log will be available to the Government at all times.

1.4.2.11.9. Emergency/Storm Duty. Provide the Command Post/Logistics Readiness Center with photographic personnel to support emergencies or exercises or natural disasters such as hurricanes. Contractor personnel shall work at the express direction of the BMM and QA personnel. It is estimated that overtime pay will be applicable to approximately 50 hours in support of the Command Post/Logistics Readiness Center. Over and above payments for this service will only be made for hours worked in excess of the 50 hours programmed.

1.4.2.12. Other Photography. The contractor shall provide photography of exhibits for reports, defective equipment, and other material not previously mentioned which requires special setups to properly light and portray the subject matter. Detail is usually of paramount importance.

1.4.2.13. Black and White Film and Dental X-Ray Support. The contractor shall provide black and white film processing for the 81st Dental Squadron and the 81st TRSS/TTD if requested. The contractor shall provide film processors and printers that meet the requirements of this contract.

1.4.2.14. Public Affairs Photography. The contractor shall provide professional photographic support to the base Public Affairs (PA) Office, physically assigning a full-time dedicated photojournalist to the PA office, building 2816, who employs photojournalism techniques of storytelling images through composition, lighting, decisive moment, and other accepted standards as currently displayed in national magazines and newspapers. The photojournalist shall have a minimum of three years experience or formal education in newspaper, magazine or creative press photography. The photojournalist is required to interpret story lines furnished by Public Affairs specialist and provide creative photographs to enhance the accompanying article. Since the public affairs mission often needs multiple or simultaneous photographic support, the designated photojournalist shall be responsible for assignment of other contract photographers to cover all public affairs imagery requirements.

1.4.2.14.1. Photojournalistic Techniques. Photographers assisting the assigned photojournalist in providing public affairs support must have a basic knowledge and ability to use sound photojournalistic techniques which include but are not limited to, the proper use of composition (picture area, value, lines of direction, and depth) (rule of thirds) and the use of both artificial and existing light to produce well exposed and technically accurate photography which conveys the desired message.

1.4.2.14.2. PA Photojournalist Requirements. The public affairs officer requires the photojournalist providing public affairs support to be able to work independently, and in conjunction with a public affairs specialist, to produce photo features and picture stories. The contractor's photojournalist must shoot a variety of shots including long, medium, and close-ups. These include both horizontals and verticals, and right- and left facing shots. Proper exposures and lighting is of paramount importance to ensure technical quality is achieved. Since contract requirements do not allow duplication of contracted activities, the contractor shall ensure that the assigned photojournalist, when requested, assist PA personnel responsible for OJT training in training PA personnel in photo and photojournalistic techniques. The contractor shall ensure a highly skilled individual is available to meet the contract requirements for both quality and quantity. The PA photojournalist shall ensure enough photographers are assigned to PA photographic support. It shall be the responsibility of the PA Photographer to ensure that any main studio photographers shooting PA assigned work will meet the standards and time requirements set by the PA Officer. Due to the complexity of this service the contractor shall provide level IV Photographer (DOL No. 13074).

1.4.2.14.3. MM Product Data Caption The contractor's photojournalist providing public affairs support shall provide the Public Affairs Officer with information for photograph captions (cutlines), to include the name, rank, and organization of all individuals in the photographs and basic description of the action (Who? What? When? Where? Why?). The Public Affairs Officer requires that the photojournalist shall record names of the persons in photographs, their job titles and duty extensions and a brief description of what the people in the photograph are

doing. An assignment is not complete unless cutlines accompany photos to appear in the Keesler News, or external news release.

1.4.2.14.4. Historical Submissions. All photographic products generated by the public affairs photojournalist and by the base photo lab will be reviewed for historical submission by the public affairs photojournalist. Selected photographs will be forwarded to the Public Affairs Officer and BMM for approval, prior to submission to 11CS at Bolling AFB as identified in paragraph 1.2.2.

1.4.2.14.5. Weekly Public Affairs Work Order. All photographic products generated by the public affair photographer(s) will first be documented by a Public Affairs Officer on a contractor provided, Government approved assignment form. These forms will be attached to the blanket AF Form 833 work order filled out by Public Affairs and submitted weekly to the QA personnel.

1.4.2.15. Medical Photography. The contractor shall provide a satellite medical photo lab in the Medical Center, Keesler AFB. Due to the highly technical and critical mission requirements, the lab shall be staffed with a competent, registered medical photographer(s) (see paragraph 1.3.3). Unless superseded by Medical Center requirements, operational hours shall be during the hours of 0700-1700 hours, Monday through Thursday; and every other Friday from 0700-1200 hours with the compressed work schedule in effect. Typical requirements are for medical documentation, research, and training. Services shall include, but not be limited to, studio, location, copy, micro, macro, operating room, infant care, morgue, patient room, emergency room, x-ray room and auditorium.

1.4.2.15.1. Medical Photographer Requirements. Medical photographer(s) shall have knowledge of basic anatomy and medical terminology for the ability to discuss technical requirements with requesters, and to customize treatment for each situation according to a detailed request. Photographer(s) must be able to work independently, ascertain assignments demanding exact renditions (normally without opportunity for later retakes) and be able to resolve problems or uncertainties concerning lighting, exposure time, color, etc. In typical assignments, photographs: tissue specimens in fine detail and exact color when color and condition of the tissue may deteriorate rapidly; medical or surgical procedures or conditions which normally cannot be recaptured; anatomical evidence of markings, burns, blisters, contusions or any visible evidence on the anatomy where lighting is used to emphasize and accurately document required images; artistic or technical design layouts requiring an organized coverage for a variety of events and developments in a medical or research project. The medical photographer(s) shall be able to view pathological specimens and autopsies, and must not have a religious or ethical aversion to human or animal experimentation.

1.4.2.15.2. Certification. The Medical Photographer(s) shall have a valid and current professional certification and valid current membership in the Biological Photographer Association as required in Paragraph 4, line 4.4.2.3 of this SOW. Due to the complexity of this service, the highly technical equipment used and the complex problems associated with speed, lighting, and color, contractor shall provide a level IV Photographer (DOL No. 13074).

1.4.2.15.3. Coordination. To support the Medical Center, the contractor shall ensure all work requests are coordinated with the requester prior to photographic assignment. Coordination shall allow enough time for the photographer to don sterile protective attire when photographing in operating rooms, nursery, x-ray, etc. The contractor shall coordinate with the requester and be responsible for suitability and appropriateness of subject matter, technical accuracy, as well as selection of proper film, format, correct image size, lighting ratio, exposure, depth of field, and speed of film.

1.4.2.15.4. AF Form 365. The contractor shall provide medical photographic services as requested on AF Form 365, Request of Medical Multimedia Services and insure the following information is included: requester name, grade, office symbol and telephone number (not beeper service number). Patient related requests shall include: patient's name, age, sex, grade, and social security number, the patient's signature (or a person's signature authorized to give consent), and the address of the releaser. It shall be witnessed and dated. The contractor shall stringently conform to the Privacy Act requirements when patient related photography is performed.

1.4.2.15.5. Patient Photography. During the photography of patients contractor personnel shall be familiar with, and follow the same practices as USAF medical personnel for the prevention of infection and

protection of the patient against injury, excessive discomfort, contamination, or any act that might have an adverse affect on the prognosis of the patient.

1.4.2.15.6. Medical Studio Photography. Photography performed at the photographic laboratory studio shall be behind closed doors as soon as the patient arrives for the photo session. Photography of patients in other locations shall be performed in privacy, behind close doors, screens, partitions, or as medical personnel may specify. The requester shall be responsible for providing a chaperone, if the patient must disrobe. Unless a chaperone is present, a disrobed patient shall NOT be photographed.

1.4.2.15.7. Medical/Legal File. All patient related assignments shall be filed and maintained in the medical photo lab after inspection by the Government. The contractor shall establish and maintain a Medical/legal file consisting of all patient related work requests: 3x5 index card file (for cross-reference) by work order number (numerical order), requester's name and patient's name(s) (alphabetical order); and a slide file. Slides will be placed in slide storage pages held in binders; each storage page shall be labeled with work order number, requester's name and patient's name(s) (alphabetical order). Files shall be kept for four years.

1.4.2.16. Copy Photography. Color copy negatives shall be produced from artwork, viewgraphs, transparencies, publications, displays, photographs, charts, etc., in a variety of sizes from 35mm to 4x5 inches. Both normal contrast negatives and high contrast line copy negatives will be required. Any reproduction of copyrighted material requires a release or waiver from the copyright holder in advance of reproduction. The requester shall obtain this release and a copy of the release shall be attached to the AF Form 833 or 365 requests. Questions regarding copyrighted material shall be referred to the BMM who will seek advice of legal counsel for resolution.

1.4.2.17. Film Issue. The contractor shall issue factory-loaded film as requested for official Air Force photography done on a self-help basis by user organizations. Film issue shall be documented in contractor overprint on AF Form 833. That same AF Form 833 shall be used to document processing when customer returns exposed film. AF Form 833 showing issuance of film but not processing after one (1) month shall be turned over to the QA personnel for investigation.

1.4.2.18. Film Processing. The contractor shall process film received from their own personnel and from base organizations and associated units authorized to receive photographic film from Base Photographic Laboratory or Base Supply. A list of authorized units, allowed to purchase film, shall be provided to the contractor not later than the pre-performance conference and shall be updated periodically. All film shall be delivered to the customer in film sleeves. Color films shall be processed as indicated in the following paragraphs.

1.4.2.19. Color Still Film. The contractor shall process 35mm slide film and 8"x10" color transparencies by the E-6 process, and process 35mm, 120/220 roll, and 4"x5" color negatives by the C-41 process. The contractor shall process film in accordance with manufacturer's specifications, unless the requester specifies on the AF Form 833 that special processing is required. Film processed must be free of scratches, stains, spots, and other surface defects and must be color balanced and of good contrast to provide printable negatives and slides. On some occasions, such as Joint Chief of Staff (JCS) exercises or Operational Readiness Inspections (ORI), the film may be brought in at any hour of the day or night with a maximum turnaround time of four hours. Normally, after normal work hours, the Security Forces will notify the alert photographer of the requirement. The contractor shall ensure that adequate processing personnel respond and are present at the contractor facility within 60 minutes after notification of the alert photographer.

1.4.2.20. Color Prints. The contractor shall provide color contact and projection prints on glossy, semi-matte, or matte photographic paper. Prints ranging in size from 2 x 2 inches to 16x20 inches may be required. Odd size prints will be counted towards work count in the closest print size that will accommodate the requirement. (i.e., a request for a 10x10-inch print would be counted as an 11x14 inch print when figuring work count.) Prints must be properly exposed of good color balance and contrast, and be free of spots, stains, dust marks, scratches, and other defects. Prints may require "burning," "dodging," "diffusion," "double printing," and other special printing techniques as required for custom, or as requested on the AF Form 833.

1.4.2.21. Reversals. The contractor shall produce film reversals in 35mm and 8x10 inches. Approximately 90 percent of the 35mm reversals require mounting. Approximately 25 percent of the 35mm reversals require

highlighting with either color dye or color transparent tape, as required. All of the 8x10 inch reversals will require mounting.

1.4.2.22. Color Slides. All slides produced shall be mounted in plastic. Slides shall be numbered to ensure accountability/sequencing, and shall be free of stains, dust marks, scratches, spots, and defects. Slides must be separated by series or title, collated by slide number, and placed in new unused slide boxes. The contractor shall produce color slides from location, studio, and copy photography. Copy slides shall be produced using appropriate color duplicating film to reduce contrast and retain proper color balance e.g. Kodak Duplicating Film number 5071 or equal. Copies shall be produced from non-copyrighted publications. Ceramic letters, viewgraphs, artwork, and other slides, etc. Color slides shall be properly exposed, of good color balance, and free of spots, stains, dust marks, scratches, and other defects.

1.4.2.23. Digital Photography. Photo lab personnel shall be familiar with all input/output devices connected to the digital photo system and thoroughly knowledgeable of the tools, features, filters and other aspects of the Adobe Photoshop software application. In addition, personnel should be able to transmit and receive digital images from remote locations, when requested by the customer.

1.4.2.24. Environmental Control. The contractor shall comply with applicable EPA standards and local environmental and atmospheric directives for handling, neutralizing, and disposing of industrial toxic waste materials.

1.5. VIDEO/AUDIO PRODUCTION. (KEESLER TELEVISION - KETV)

1.5.1. Overview. Provide television/audio visual service and staff at Wall Studio, building 0902 to operate and maintain video, audio, video-photographic, graphic and imaging equipment. All video work will be FOR OFFICIAL USE ONLY (ref. Paragraph 1.1.3.1.). Contractor video personnel will coordinate all production work with the BMM (KETV Manager). As KETV Manager, the BMM will not instruct the contractor staff on how to accomplish the video production, however, it is the inherent duty of the BMM to manage the workflow and acceptable scheduled accomplishment of work in the studio proper. Along with video and audio production personnel, video graphics personnel, and maintenance personnel the contractor shall also provide producer(s)/director(s), one of whom shall be the primary representative of the contractor in dealing with the BMM, requester and technical advisor. Services to support the audiovisual production will be required at various sites on and off base as well as the on-base studio. Services will primarily be performed during normal duty hours (0700 to 1700 in accordance with the compressed work schedule in effect) and occasionally on weekends and after regular hours to meet program requirements.

1.5.2. Products and Services. The contractor shall be responsible for providing audiovisual products and services to include those described herein. The purpose for the audiovisual production process is to write and produce instructional and motivational programs to meet the requirements of a wide range of customers. Subject matter includes but is not limited to:

- **TECHNICAL** - Electronics and electromechanical concepts, circuits, radio, radar, computer, avionics; operating and maintenance techniques, personnel and administrative procedures and practice and instructional methodology.
- **MEDICAL** - Training for doctors, nurses and medical technicians, documenting surgery, treatment and research.
- **NON-TECHNICAL** - Briefings, orientations, management, safety, social actions, public information, disaster preparedness, Security Forces, etc.

The estimated quantities of work are listed in Appendix 3 (A-3) Workload Estimates. The QA personnel maintain samples of completed video, indicating quality of work. The contractor shall adhere to AFI 33-117 paragraph 1.10 to determine the official level of request for service.

1.5.3. Advice, Assistance and Searches. The contractor shall provide advice and assistance on current video production materials, methods, equipment, and choice of media and facilities available to user organizations. The contractor shall request that the BMM accomplish title and subject searches for proposed new productions. The BMM will then determine the existence of any similar video productions in the DOD libraries.

1.5.4. Request for Production. All video production work performed by the contractor shall be based on a valid and properly approved request (DD Form 1995) and a Section 508 Compliance Letter for closed captioning. The contractor shall not begin work on any production until the DD Form 1995 and 508 Compliance Letter are submitted and approved by the BMM. The BMM will assign a production number to all valid video requests. The contractor video personnel will work with the BMM to prioritize the order of work on video productions. Requests approved for IVT, local and Air Force productions shall be documented in accordance with AFI 33-117.

1.5.5. Work Control System. All scheduling and priority of requested video productions will be determined by the BMM. The contractor video supervisor will meet as needed with the BMM to determine studio capability. The contractor shall establish and maintain a computerized work order control system (paragraph 1.1.3). This system shall provide for logging all work orders, numbering them, and showing the status of each work order. Work orders are considered complete when the customer reviews the production and signifies acceptance by signing the work order as completed. The contractor shall identify local and AF productions separately.

1.5.6. Project Files. For each production, the contractor shall maintain a project file containing the original work request (DD Form 1995), Section 508 Compliance Letter for closed captioning, final script, talent release, status reports and related correspondence. Project files for completed productions or any productions identified in the tape library by Air Education and Training Command (AETC) as obsolete shall be removed. Removed media will be reported to the QA by letter.

1.5.7. Complexity Criteria. The types of media produced by the contractor shall include video production, audiotape and multimedia combinations. Video productions are classed as simple, average and complex.

1.5.7.1. Simple. A studio or location production requiring a single camera in a fixed position requiring only basic movements. Subject matter expert and talent will have a thorough knowledge of the material, thus not requiring a script or tele-prompter. Production will be continuous, sequential and in real time. Editing will consist of an introduction and closing. Audio will be single source and no mixing required. No graphics or music is required. This process can normally be accomplished in a day or two.

1.5.7.2. Average. A studio or location production requires as many as two cameras. Scripting and outline will be non-creative. Talent or the subject matter expert will accomplish narration. No more than two rehearsals of each scene will be required. Scenes may be recorded out of sequence for editing in sequence during post-production. Stock footage searches will be limited to current library at Keesler AFB. Audio will consist of narration and the mixing of music for an introduction and closing. Graphics are limited to titles, credits and limited simple graphic designs without animation. Production time is normally less than two weeks.

1.5.7.3. Complex Productions requiring pre-production conferences with television production personnel and the subject matter expert. The production may be either in a studio or on location. Creative script writing is required containing precise narration depicting scenes. Extensive coaching and rehearsing may be required. Scenes may be recorded out-of-sequence for sequencing in post-production. This production can require two or more cameras of film style shooting with extensive camera placement and movement. Stock footage searches at the DOD Film Depository at Toby-Hanna, Pennsylvania may be required. Special effects are usually required to include simple animation and complex graphics. Audio required may consist of music under narration and action, as well as sound effects and dialogue. Programs of a complex nature can be for local production and interactive videodisk production. Production time is normally more than two weeks.

1.5.8. Documentation. The contractor shall provide video documentation (VIDOC) services to include classroom or lecture recordings, Video Teleconference recordings and Interactive Video Teletraining (IVT) recordings, which are recorded on VHS and given to the requester at time of recording.

1.5.9. Video Services. Video services include media training or advisories, "simple cuts only" edit of customer provided VHS tapes, video capture to computer disk, and writing computer files/transfer of video to CD-ROM.

1.5.10. Alert/Emergency Videographer. The contractor shall provide an alert videographer who shall keep the Security Forces and Command Post informed of their location at all times. This can be accomplished by means of a

contractor provided telephone pager or other reliable method. The number of the pager or other method shall be provided at the start of contract performance to the Security Forces and command post for notification of alert videography duties. Security Forces or command post will provide details of the incident or the requesters name and telephone number. The contractor shall also respond to requests from the Wing Commander who may contact the alert videographer directly. The contractor shall ensure the alert videographer is present, unless otherwise directed by the Contracting Officer within 10 minutes of call during work hours and within 45 minutes of call during non-work hours, with adequate video equipment and supplies to record the following: Security Forces law enforcement activities; flying or ground safety accidents or incidents; disasters, fires, flood or other natural disasters; other emergencies requiring immediate video documentation; video as required by the commander or his designated representative. NOTE: THIS INCLUDES LAST MINUTE, FAST BREAKING NEWS EVENTS AS IDENTIFIED BY THE PUBLIC AFFAIRS OFFICE. ALERT VIDEOGRAPHER RESPONSE TIME IS CALCULATED FROM THE FIRST ATTEMPT AT NOTIFICATION (CALL) TO THE ACTUAL ARRIVAL OF THE ALERT VIDEOGRAPHER AT THE LOCATION REQUIRED.

1.5.10.1. Emergency Situations. An emergency situation is defined as any situation where the Disaster Response Group is assembled and the alert videographer is required. The situation can be an aircraft accident, civil disturbance, natural disaster (tornado, hurricane, earthquake or other weather related) ground accidents, or enemy hostilities. The priority assigned to work is Priority 1.

1.5.10.2. Requirements: Upon notification of a Disaster Response, the alert videographer will arrange for transportation with the requester (Safety, Disaster Preparedness, or Security Forces) if the assembly point/scene is in a controlled area. If the scene is not in a controlled area, the videographer will proceed directly to the scene. The alert videographer shall ascertain the scope of the situation and notify the Contract Manager for possible recall of additional personnel for video documentation of the scene or for studio duties. The videographer shall take the proper and sufficient amount of equipment and supplies to the scene.

1.5.10.3. Videographer's Actions. Upon arrival at the scene, the videographer shall report to the On-Scene Commander. No video shall be taken until the videographer reports to the commander. The On-Scene Commander shall direct the videographer to either the Safety Officer in the case of an aircraft or ground accident or the Disaster Preparedness Officer in the case of other disasters for video documentation. The videographer shall take directions only from these individuals.

1.5.10.4. Additional Contractor Actions Required. The videographer shall report to the On-Scene Commanders representative and brief the representative on all the video taken. The videographer shall remain at the scene until dismissed. In the event additional video is requested by other agencies on the scene, the videographer shall notify the point of contact and then accomplish the video only on the permission of the point of contact. The videographer shall not discuss the incident with civilian news media or anyone else that is not part of the Disaster Response Force. All requests for information or video shall be directed to the Wing Commander/Public Affairs representative. All video shall be considered as FOR OFFICIAL USE ONLY, unless appropriate authority classifies the video. All master video and dubs shall be forwarded to the Office of Prime Responsibility (OPR), the Safety Office for accident investigation or the Disaster Preparedness Office for disasters. Any other office requiring copies of the video must request the video from the OPR. No video shall be released to the Public Affairs Office until the photographs have been cleared by the OPR. If immediate video processing and duplication is required, the alert videographer will notify the project manager for studio assistance. The OPR shall be notified as soon as the videos are ready for viewing. The contractor shall be responsible for the delivery of the videos to the OPR. The OPR may request that additional dubs are made at this time. These dubs shall be accomplished as a Priority I work request. If additional contractor personnel have not already been recalled, personnel may be required to be recalled at this time to meet the suspense. Contractor personnel shall not leave the contractor facility until the work is completed and the OPR relieves them.

1.5.10.5. Alert Work Orders. Emergency requests for the alert videographer do not require immediate submission of a work order, however, the contractor shall not release the finished products to the requester until properly certified on an AF Form 833.

1.5.10.6. Alert Priority. Unless otherwise instructed by the requester, all "emergency" alert videography requirements shall be completed at the earliest possible time.

1.5.10.7. Alert Roster. Five workdays prior to the start of every new month, the contractor shall submit to the Medical Center, Security Forces Squadron (SFS), Command Post, and the QA personnel a list of alert videographers' names and telephone numbers. Instructions included in this report shall be as follows: The SFS is to telephone the videographer listed as being on call for that period. If there is no answer, the instructions will next direct the SFS to call either the contractor provided beeper service number or the contractor supervisor whose number is also listed. If the beeper service is used and no response is received within 15 minutes, the SFS will call the listed supervisor.

1.5.10.8. Alert Call Log. The contractor shall log all alert calls or alert exercise calls. The log shall indicate date and time of receiving call; name, rank, telephone number, and office symbol of requester for alert videography; name and on-scene arrival time of alert videographer, and name of on-scene point-of-contact. This log will be available to the Government at all times.

1.5.10.9. Emergency/Storm Duty. Provide the Command Post/Logistics Readiness Center with video personnel to support emergencies or exercises or natural disasters such as hurricanes. Contractor personnel shall work at the express direction of the BMM and QA personnel. It is estimated that overtime pay will be applicable to approximately 100 hours in support of the Command Post/Logistics Readiness Center. Over and above payments for this service will only be made for hours worked in excess of the 100 hours programmed.

1.5.11. KETV Public Affairs Programming. In addition to other Video services the contractor shall produce video documentation (VIDOC) or fast productions for the Commanders Access Television Channel (CATV) local cable channel 49. These productions will be aired on the CATV 49 as determined by the Public Affairs officer. Furthermore, these productions will consist of Keesler events (change of command, parades, etc.) human interest stories, (i.e. a day in the life of security forces patrol), local events of interest to Keesler personnel, military news and others as determined by Public Affairs. Each story in and of itself could be considered of average complexity. These productions and all associated programming on CATV 49 are included in Appendix C with the listing for VIDOC.

1.5.11.1. Sets and Scenery. The contractor shall provide studio sets and scenery for the productions accomplished within the studio proper. Major set redesign and fabrication may be accomplished several times per year. Minor revisions to the sets may be required with each production. Some location shots may require set dressing. The contractor shall ensure all sets and scenery are professional, fully dressed and in no way to be considered 'flimsy' or 'weak'.

1.5.12. General Information. The diversity of requesting agencies and the broad range of subject material require that the contractor interface with a number of agencies to achieve the close coordination required to develop an audiovisual product. Much of the information presented in an audiovisual production requires very innovative production techniques to adapt the requesting agencies material to media. Subject material should develop logically in conjunction with accepted educational and informational practices. Within the limitations of specific media, equipment, personnel and workload the contractor shall develop imaginative and interesting audiovisual products that effectively convey the necessary information or accomplish learning objectives. Due to the complexity of this service the contractor shall provide only highly skilled and technically competent personnel to perform these services. Non-availability of highly skilled and competent personnel will not excuse the contractors performance.

1.5.13. Priority Control. As manager of KETV, the BMM will control production priorities. The control and daily internal scheduling of production work by contractor employees shall be the responsibility of the contractor. The BMM will monitor production progress and approve major priority schedule and delivery date changes.

1.5.13.1. Validation. As manager of KETV, the BMM shall be responsible for the validation of requirements for production support. The contractor shall provide consultation service and coordination with the BMM and requester to discuss the feasibility, milestone dates and estimated completion dates prior to acceptance of the authorized work order.

1.5.14. Review and Acceptance. The authorized requester and/or technical advisor will schedule availability of government personnel required to review and accept final audiovisual products. The authorized requester or technical advisor will sign the work order (DD Form 1995) certifying acceptance. If the product is unacceptable, the requester or the technical advisor will provide the contractor with a written reason for the rejection and the

contractor shall be required to re-accomplish the production if the QA personnel find the reason for re-accomplishment valid. Re-accomplishment will be annotated in the appropriate project file.

1.5.15. Scripting. The authorized requester and/or technical advisor will provide the contractor with the necessary resource material suitable for script preparation and subsequent production. The customer may provide a draft or finished script to the contractor. The contractor shall maintain full scripting capability to provide a shooting script and storyboard (as needed) for customer approval. While some projects may require significant research and extensive treatment of the subject material, others may need only minor effort to adapt material to the media requested. The frequency of contractor and customer conferences and the amount of scripting preparation will vary according to the nature and complexity of the requested product. The technical advisor will assist the contractor where necessary in the operation, use and interpretation of resource materials. The requester and/or technical advisor prior to actual production will approve the final script.

1.5.16. Talent. The requester will schedule and assure availability of government personnel to appear or perform in the audiovisual production. The contractor shall not be penalized for production delays incurred by customer inability to provide government personnel when scheduled. Government personnel will not be required to sign a talent release. Non-government personnel performing in audiovisual productions will do so in keeping with negotiations with the contractor but shall not have the right to future claims against the government or contractor for any talent fees.

1.5.17. Initial Conference. Production approach, remote or studio scenes, script treatment, production and product distribution shall be discussed between the BMM, contractor and requesting agencies. It will be the BMMs' option to terminate work on a given project at the conclusion of the initial conference.

1.5.18. Video Productions. The contractor shall accomplish all planning, directing, staging, lighting, visual aids, production equipment, rehearsals, recording, photography, editing and equipment operation to produce video productions. Productions may be recorded in the studio or at remote locations depending on the requirements of a specific project. Studio master recordings will be recorded on 1-inch Society of Motion Pictures and Television Engineers (SMPTE) type C tape, Beta cassette, or digital format as dictated by the media requirements. All master recordings must conform to SMPTE standards. Reproduction and distribution shall be made on 1/2-inch VHS tapes.

1.5.19. Final Acceptance. When the contractor considers a production complete, the contractor shall schedule a meeting with the customer and QA personnel to review the production. The customer will review the technical content and accuracy. The BMM or QA personnel will review for picture, sound quality and conformance with Air Force policy for audiovisual production.

1.5.20. Audio Productions. The contractor shall perform all tasks necessary for the production of audiotapes. The audio recordings shall be accomplished in accordance with ANSI (American National Standards Institute) standards. The final product may be either reel to reel or audiocassette, depending on the requirements of the customer. If required, the audiotape will be pulsed to accommodate slide changes to interface with the customer's playback equipment.

1.5.21. Labeling. The contractor shall perform identify, number and label all audiovisual productions in accordance with AFI 33-117, paragraph 6.10.2.

1.5.22. Tours. As required by the BMM, the contractor shall provide indoctrination tours for the 81st TRW personnel in audiovisual capabilities and utilization as required. Assist training squadrons in selecting media, methods and objectives for audiovisual treatment. Conduct various groups, visiting dignitaries and tours through the production facility.

1.5.23. Music Inventory. The contractor shall maintain an inventory of copyright cleared production music and sound effects on tape and disc. Contractor shall supplement the Government provided music inventory per the requirements of paragraph A1.3.21.

1.5.24. Digital Conversion. The contractor shall research and make recommendations to the government for conversion of existing analog systems to digital. Equipment acquisition and facility design recommendations shall be submitted to the government for approval, bearing in mind the future needs of the government for multimedia productions and services. The contractor shall be responsible for research, design, engineering, installation and integration of replacement digital systems. The government will be responsible for approval and purchase of replacement equipment/parts and associated wiring/cabling.

1.6. INTERACTIVE VIDEOTELETRAINING (IVT)

1.6.1. Overview. The contractor shall operate and maintain IVT equipment for broadcast of IVT designated courses.

1.6.2. Duties. After coordination with the BMM, the contractor shall assist customers in program development and broadcast of IVT designated courses. These duties are the same as defined in paragraphs 1.5.15, 1.5.16 and 1.5.18.

1.6.3. Contractor Personnel. Contractor shall ensure an adequate number of highly skilled individuals are available to meet the contract requirements for both quality and quantity. Due to the complexity of this service, coupled with the fact that this service is a live feed broadcast, the contractor shall provide level IV photographers/videographers for the image acquisition and transmission.

1.6.4. Scheduling. The contractor shall work closely with the BMM, representatives of the 81st Training Group and Second Air Force in the operation, programming and requirements for receiving or transmitting of IVT.

1.6.5. Documentation. The contractor shall document all IVT actions on AF Form 833 submitted by the requester.

1.7. CABLE ACCESS TELEVISION (CATV).

1.7.1. Overview. The contractor shall operate and maintain CATV equipment for broadcast in Wall Studio, Building 0902 and assist the BMM and Public Affairs (PA) officer in programming for the cable access television channel(s). The contractor shall maintain an over-ride capability for PA for the Commanding Officer of Keesler AFB to address the base on an immediate basis.

1.7.2. Checklist. The contractor shall insure broadcast programs from close of duty until the next duty day are loaded properly and run according to PA requirements. All programming shall be documented on a twenty-four- (24) hour checklist and submitted to the QA personnel with the monthly report.

1.8. VIDEO TELECONFERENCING (VTC).

1.8.1. Overview. The contractor shall operate the Keesler Video Teleconferencing (VTC) equipment in Wall Studio, Building 0902. Contractor shall be responsible for maintaining VTC equipment, scheduling conferences, accomplishing calls and documentation of conferences (i.e., purpose of call, individual(s) and organizations utilizing VTC facilities, individual(s) and organizations called, minutes used, sign-on time and sign-off time).

1.8.2. Compliance. The contractor shall insure that VTC operation complies with Defense Information Systems Agency (DISA) standards and utilization requirements of HQ AETC

1.8.3. VTC Log. The contractor shall document and log all VTC actions.

1.8.4. Equipment Outages. Any technical problems encountered with the VTC equipment or communication link shall be immediately brought to the attention of the QAP and the 81 Communications Squadron computer repair and maintenance element.

1.9. PRESENTATION SUPPORT SECTION.

1.9.1. Overview. The contractor shall provide a media support function to include: maintaining a media library, issuing media and MM equipment for customer use.

1.9.2. Inventory. The contractor shall provide central security, storage, order, issue, accountability, control, and safeguarding of all Government provided visual information media and equipment. By contract start date, the contractor shall verify and sign an inventory of all productions (media) on hand. One month prior to completion of the contract, a joint contractor/Government inventory shall be made of all productions.

1.9.3. Media Reservations. Media reservations shall be documented on AF Form 1297. The AF Form 1297 will then be filed in a 1-31 day suspense file until the production is returned. Upon return of media, the return date shall be documented and shall be stamped "Received," dated, initialed by the contractor's representative, and filed. AF Forms 1297 completed each week shall be filed in chronological sequence by return date.

1.9.4. Unclassified Media Program Issues. The contractor shall stock general interest media that meet recurring training requirements (i.e., security, safety, fire extinguisher training, etc.) and loan them to authorized users on a short-term basis.

1.9.4.1. General interest media identified by the contractor will be ordered through the BMM after identifying customer and source.

1.9.4.2. The contractor shall maintain depository of master videotapes and conduct currency review of master materials to determine which are obsolete. Currency reviews are requested by HQAETC MM Manager (normally on an annual basis).

1.9.4.3. The contractor shall duplicate audiovisual productions from master depository in quantity and format required by the customer. An audio and video quality check shall be performed on all materials before release. Tape to tape duplications may be performed in house. The standard Air Force format for reproduction and distribution is 1/2 inch VHS.

1.9.5. Maintain Media Catalog. The contractor shall maintain a current listing of media available in the BMSC. Changes to the listing shall be noted with pen and ink changes until a new listing is accomplished.

1.9.6. Maintenance and Repair of Multimedia Productions. Only usable (i.e., that media capable of projecting an image and having audible sound) MM productions (media) shall be provided to meet customer requests. After customer use and prior to reissue to other customers, all videos shall be inspected. Damaged products shall be destroyed locally.

1.9.6.1. The contractor shall ensure MM product containers are annotated with the appropriate Standard DOD MM Production Identification Number (PIN). Torn, missing, or worn VI product identification labels shall be replaced as required.

1.9.7. Obsolete Media Disposal. The contractor shall remove obsolete and unusable MM media from the inventory.

1.9.8. Presentation Projection/Playback and Still Camera Equipment. Only operable equipment shall be issued to meet customer needs. The contractor shall provide control storage, issue, maintenance, and security of MM equipment. The contractor shall process customer requests for MM and 35mm still camera equipment and ensure its availability on the date/time required as mutually arranged. Equipment reservations shall be made on a first-come first-serve basis. AF Form 1297 shall be used to document equipment loan transactions. Upon return of equipment, AF Form 1297 shall be stamped "Received," dated, initialed by the contractor representative, hours used annotated, and then filed. Equipment returned damaged or missing parts, covers, etc. must be brought to the attention of the customer, annotated on the AF Form 1297, initialed by the customer, and brought to the attention of the QA. Upon return by a customer, equipment shall be checked, cleaned, and repaired as necessary prior to reissue to another customer. Projectors issued to customers shall have spare projection lamps and other accessories as needed for proper operation and as requested by the customer. The contractor shall maintain stock of projector lamps for all projectors on base and shall issue projector lamps as needed and requested. The contractor shall document the issues of projector lamps. The contractor shall provide operational instructions to customers borrowing camera equipment. The contractor shall identify overdue equipment, contact the customer concerning its return, and notify the QA if the customer has not complied with the request by the date due.

1.9.9. Video Camera and Recorder System. The contractor shall provide central storage, issue, maintenance, and security of the video camera and recorder system(s) and associated accessories. The contractor shall issue the equipment/accessories using an AF Form 1297. Upon return of the video camera/recorder system, AF Form 2017 shall be stamped "Received," dated, initialed by the contractor's representative, hours used annotated, and filed. The contractor shall check equipment to ensure it is fully operational and no apparent damage or abuse has been sustained. Discrepancies shall be documented on the back of the AF Form 1297 and initialed by both the people returning the equipment and the person accepting the equipment. Damaged or missing parts and accessories shall be reported to the QA.

1.9.9.1. Videotapes. Organizations borrowing video cameras and recording equipment shall furnish their own blank videotapes.

1.9.10. MM Information Program. The contractor shall disseminate information on MM productions and services using available media including, base newspapers, bulletins, flyers, bulletin boards, CATV and personal telephone contacts. Articles may be submitted to the base bulletin or newspaper.

1.10. PRESENTATION SERVICES.

1.10.1. Overview. The contractor shall provide media and presentation support for Keesler AFB events. Upon request, the contractor shall set-up and operate Presentation Support equipment at facilities on Keesler AFB at times requested, including rehearsals if so specified. The contractor shall adhere Keesler Instruction 33-102 (all). Upon receipt of a Keesler Form 1 request, the contractor shall:

1.10.2. Coordinate with the requester as necessary.

1.10.3. Obtain or provide the requested media.

1.10.4. Transport, or schedule Government transportation of, required media and equipment to the designated location.

1.10.5. Arrange the facility for the presentation.

1.10.6. Set up equipment as required.

1.10.7. Provide support for any practice runs and the actual presentation at the dates and times requested.

1.10.8. Secure the equipment.

1.10.9. Return equipment and media to the requester or the MM library as appropriate.

1.11. EQUIPMENT MAINTENANCE.

1.11.1. Overview. The contractor is responsible for all maintenance of Government furnished equipment listed in Appendix D as well as equipment issued to the contractor after contract award. An equitable adjustment will be made for equipment issued to the contractor requiring maintenance that is received after contract award. Maintenance includes all forms and levels of equipment upkeep from simple operator maintenance and cleaning through complete preventive maintenance inspections, assembly, repair, corrosion control, re-assembly, adjustments, and calibration, as applicable. It includes the repair and replacement of component parts, subassemblies, and assemblies. Repair and replacement parts are those contractor furnished items which are needed to: (a) eliminate equipment malfunctions (although the equipment may work) which result from normal wear and tear, such as eliminating annoying blower noises, gear or sprocket noises, sticky advance mechanisms of cameras or projection equipment or intermittent malfunctions which are uncharacteristic; (b) place inoperative equipment back into an operational status inclusive of any and all optical, electrical, electronic, and mechanical parts; examples include (but are not limited to) power cords, capacitors, circuit boards, indicators, transformers, vacuum tubes, video display tubes, digital display devices, mechanisms, electromechanical devices, assemblies, subassemblies, housings, castings, molded trays or parts, camera bodies, lenses, filters, lens assemblies, etc. The contractor shall furnish all

repair and replacement parts and supply components associated with equipment maintenance, which includes both scheduled and unscheduled maintenance, operator maintenance, and corrosion control.

1.11.2. Corrosion Control. The contractor shall establish a comprehensive corrosion control program that is included as a part of their Quality Control Plan. This program shall consist of prevention, detection, and treatment of corrosion of government furnished equipment, as listed in Appendix D. This program shall include, as a minimum, a thorough inspection on at least a weekly basis to detect and identify deteriorated, worn, chipped, cracked, or missing protective coatings, contaminants, dirt, chemical build-up, solution leaks, and other corrosive agents. Corrective action on all identified areas requiring treatment shall be initiated and documented by the contractor within one workday of discovery.

1.11.3. Service Manual File. A file of manufacturer specifications and service advisories/ manuals shall be maintained for Government equipment.

1.11.4. Replacement Parts. Quality of parts shall be equal to or better than the parts in the equipment when the equipment was turned over by the Government.

1.11.5. Repair Limits. The contractor shall be responsible for the repair of any single piece of equipment up to a one-time limit of \$500.00 for replacement parts. If replacement parts are estimated by the contractor to exceed such limit, a detailed cost breakdown shall be submitted to the Contracting Officer. If the Contracting Officer approves the purchase of replacement parts, the contractor shall purchase the repair parts and invoice the government under the Reimbursable Parts Contract Line Item Number (CLIN). The contractor shall apply no overhead or markup to the purchase price. Positive proof of payment and receipt of the part will be required prior to processing contractors invoice for payment of replacement parts.

1.11.6. Equipment Replacement and Upgrade. The contractor shall submit a detailed equipment upgrade and replacement plan for government furnished equipment no later than 30 June of each year or when requested. As directed by the government, the contractor shall purchase equipment and invoice the government under the Equipment Replacement Contract Line Number (CLIN). The contractor shall apply no profit or fee to the purchase price. Positive proof of payment for the equipment will be required prior to processing contractors invoice for payment of equipment purchases.

1.11.7. Multimedia Equipment Plan (MEP) The contractor shall submit, within 5 working days, when requested by the BMM, a recommended 5 year equipment programming document, (MEP) for equipment or equipment systems over \$2,500 for BMM submission to AETC. The MEP recommendation shall be in compliance with AFI 33-117, paragraph 3.3 and Attachments 5 and 6 covering the Visual Information Equipment Plan (VIEP).

1.12. EMERGENCY SERVICES.

1.12.1. Overview. An emergency situation shall be defined as any situation where the Disaster Response Group is assembled. The situation can be aircraft accident, civil disturbance, natural disaster (volcano fall-out, earthquake or weather related) ground accidents, or enemy hostilities. The priority assigned to work is Priority 1. The contractor shall respond as described below to approximately one (1) Organizational Readiness Inspections/Unit Effectiveness Inspections (ORI/UEI), ten (10) simulated emergencies and personnel recalls sometime during the year. This effort shall be included as part of the price of the contract.

1.12.2. Adherence to Mishap Plan. Contractor shall adhere to Keesler Air Force Base Mishap Response Plan, a supporting plan for an aircraft mishap investigation and the associated plan, 81 TRW Disaster Preparedness Operations Plan.

1.12.3. Storm Duty. Photographic, Video and Graphic support may be required immediately prior to and during hurricanes or hurricane exercises. Contractor personnel shall be capable of using mature judgment in an emergency situation. Families of personnel assigned storm duty will be authorized the use of the base emergency shelters. This effort shall be included as part of the price of the contract. Contractor personnel assigned to storm duty will coordinate and work through the BMM and QA who will oversee all multimedia requirements during exercises or storms.

1.12.4. Additional Emergency Situations. When required by the Contracting Officer, the contractor shall perform all **MM services identified in this contract during crisis declared by the National Command Authority or an Overseas Combatant Commander in need of Keesler prepared multimedia requirements** and respond to additional emergency situations as described below. The Contracting Officer will verbally advise the contractor of the effort required and follow up as soon as possible with a written change to the contract. A negotiated equitable adjustment will be made to the contract. During hurricane conditions, the contractor shall continue to provide service and shall be prepared to shelter personnel in a shelter designated by the BMM in order to continue service before, during, and after an actual hurricane. The contractor shall be responsible for providing all food, water, sleeping material, and other items needed by contractor personnel. Only contractor personnel shall be sheltered. Family members, relatives, friends, etc., of contractor personnel shall not be sheltered on Keesler AFB. The contractor shall ensure contractor personnel are sheltered within the time limits set by the base for personnel to be in shelters. Contractor personnel shall not leave the shelter until base officials have given the all clear to leave the shelter. The contractor shall monitor local conditions to estimate the length of time personnel will be sheltered and shall obey all guidance provided by base officials. If directed by base officials the contractor personnel shall evacuate the designated shelter to other designated shelters.

1.12.5. Contingency Plan. The contractor shall use the Keesler Air Force Base Mishap Response Plan and associated plan 81 TRW Disaster Preparedness Operations Plan, if activation or exercise of multiple contingency plans generates conflicting support requirements. If the contractor cannot accomplish a routine workload due to the activation or exercise of any contingency plan, the government will not take remedial action against the contractor for nonsupport of lower priorities.

1.12.6. Surge Requirements. The Government at its option may augment surge requirements beyond the capability of the contractor when the Government perceives that mission accomplishment is endangered. This shall require the approval of the Contracting Officer.

1.13. CUSTODIAL SERVICES.

1.13.1. Overview. The contractor shall appoint a real property custodian to assume the custodial responsibility for all real property offices occupied by the contractor. Custodial services for hallways, latrines and public areas will be taken care of by the base custodial contractor. The multimedia contractor shall be responsible for good housekeeping practices, e.g., mopping of spills, proper storage of materials, daily cleanup in and around all work areas that are closed to service by the base custodial service provider.

1.13.2. Daily Services.

1.13.2.1. Empty all office trash containers.

1.13.3. Three Times per Week Services.

1.13.3.1. Sweep all non-carpeted office floors.

1.13.3.2. Vacuum carpeted office floors.

1.13.4. Weekly Services.

1.13.4.1. All non-carpeted office floors will be wet mopped.

1.13.4.2. Dust and clean office furniture, and "low dusting surfaces."

1.13.4.3. Clean office entry door glass.

1.13.5. Monthly Services.

1.13.5.1. Vacuum air conditioning, heating and ventilating registers.

1.13.5. Quarterly.

1.13.5.1. Wash windows and clean venetian blinds.

1.13.5.2. All overhead surfaces, to include the tops of cabinets, ledges, pipes, and light fixtures, shall be dusted.

1.13.6. Annually.

1.13.6.1. Prepare for Commander's Facility Assessment, this will include the combination of all the above tasks. The contractor will be notified two weeks in advance of this assessment.

SERVICE DELIVERY SUMMARY (SDS)

Performance Objective	Paragraph	Performance Threshold
1. Provide Standard Graphic Products	1.3	3 defects per month
2. Maintain Self-Help Graphics	1.3.1.5	3 defects per month
3. Provide Interactive Courseware Support	1.3.5	2 defects per month
4. Provide Standard Photographic Finishing	1.4	3 defects per month
5. Provide Location Photography	1.4.2.1	3 defects per month
6. Provide Studio Photography	1.4.2.5	3 defects per month
7. Provide Alert Photography/Videography	1.4.2.11 1.5.10	0 defects per month
8. Provide Public Affairs Photography	1.4.2.14	3 defects per month
9. Provide Medical Photography	1.4.2.15	3 defects per month
10. Provide Local (Keesler AFB) Video Production	1.5, 1.5.4	1 defect per month
11. Provide Air Force Tasked Video Production	1.5, 1.5.4	1 defect per month
12. Provide Interactive Video Teletraining (IVT) Broadcast	1.6	0 defects per month
13. Provide Commanders Access Television (CATV) Programming and Broadcast	1.7	3 defects per month
14. Provide Video Teleconferencing (VTC)	1.8	2 defects per month
15. Provide Presentations Support	1.9	2 defects per month
16. Provide Presentation Services	1.10	3 defects per month

GOVERNMENT FURNISHED FACILITIES, PROPERTY AND SERVICES

3.1. GOVERNMENT-FURNISHED FACILITIES. The Government shall furnish or make available facilities described herein and as noted in Appendix 5 (Maps). Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). No hazards have been identified for which work-arounds have been established. Should a hazard be subsequently identified, the Government corrects OSHA hazards according to base-wide Government developed and approved plans of abatement taking into account safety and health priorities. A higher priority for correction will not be assigned to the facilities provided hereunder merely because of this contracting initiative. The fact that no such conditions have been identified does not warrant or guarantee that no possible hazard exists, or that work-around procedures will not be necessary or that the facilities as furnished will be adequate to meet the responsibilities of the contractor. Compliance with the OSHA and other applicable laws and regulations for protection of employees is exclusively the obligation of the contractor. Further, the Government will assume no liability or responsibility for the contractor's compliance or noncompliance with such requirements, with the exception of the aforementioned requirement to make corrections according to approved plans of abatement subject to base-wide priorities. Before any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the Contracting Officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the Contracting Officer. In the case of alterations necessary for compliance with the OSHA, such permission shall not be unreasonably withheld. The contractor shall return the facilities to the Government in the same condition as received, fair wear and tear and approved modifications excepted. These facilities shall be used for performance of this contract only. The 81 CS will appoint an active duty military member who will perform all Building Manager duties for Building 0902 (Wall Studio).

3.1.1. **Relocation of Services.** During the term of this contract, the Government will not be responsible for any cost incurred by the contractor for any relocation of any MM services function. In the event a move is necessary, adequate space will be furnished. Adequate space shall be determined by the amount of square footage authorized under the Air Force Civil Engineer Directives applicable at date of move. The Government will be responsible for moving Government furnished equipment and property, as well as connecting all utilities in the facility. The contractor will be responsible for moving all contractor owned equipment and materials. The Government will not be responsible for any cost incurred by the contractor if a move takes place.

3.2. GOVERNMENT-FURNISHED EQUIPMENT. The Government representative (BMM or QAP) shall provide the contractor the equipment listed in Appendix 4 (A-4) at the beginning of the contract. The equipment listed in A-4 will be in Building 0902, Wall Studio and will be available when the contractor begins work (paragraph 3.2.1 below). Government furnished equipment designated in paragraph 3.2.2 below and in Appendix 4 (A-4) shall be managed in accordance with provisions of AFI 23-111 paragraphs 2.3 and 6, Management of

Government Property in Possession of the Air Force. The procedures specified are in addition to those required by the Government Property clause of this contract.

3.2.1. Equipment Inventory. An inventory of government-furnished equipment must be done not later than 5 calendar days before start of the contract, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a Government representative shall conduct a joint inventory of all government furnished equipment listed in Appendix 4 (A-4), and the contractor shall sign a receipt for all equipment provided by the Government. Items of equipment missing or not in working order shall be recorded and the Contracting Officer notified in writing. The contractor and the government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. The Government will replace missing items and repair all items not in working order or the Contracting Officer will direct the contractor to replace the missing item(s) or accomplish the repair and the contractor will be reimbursed therefore. The Government representative will give disposition instructions for items beyond repair. The contractor and the Government representative shall certify their agreement as to the working order of the equipment. If the contractor does not participate in the inventory, the contractor must accept, as accurate, the listing and stated condition of equipment provided by the Government. In the event of disagreement between the contractor and the government representative on the working order and condition of equipment, the disagreement shall be presented to the Contracting Officer.

3.2.2. Equipment Accounting. Government furnished equipment assigned Equipment Management Codes 2 through 5 are accounted for on Equipment Authorized In-Use Details (EAID) under, the provisions of AFI 23-111, particularly paragraph 2.3, and all of paragraph 6. The contractor shall designate custodians and alternates to receipt and account for Government furnished EAID equipment on custodian authorization/custody receipt listings of these details. EAID equipment is designated in the CACRL issued by the Air Force. The Government shall provide the custodians and alternates initial custodian training.

3.2.3. Obtaining Additional or Replacement Equipment. The contractor shall submit requests for additional or replacement Government furnished equipment required in the performance of the contract. The contractor shall submit such requests along with commercial estimates or firm quotations from three vendors through the QA personnel to the BMM for approval and any appropriate contract actions and/or modification submitted to the Contracting Officer.

3.2.3.1. Government Purchase of Equipment. If instructed by the BMM, the contractor employee(s) designated as equipment custodian will assist the BMM or QAP in the preparation of purchase forms for multimedia equipment to be purchased by the Government

3.2.3.2. Contractor Purchase of Equipment. If the government elects, the contractor shall purchase the equipment from a commercial source and place the equipment in operation. The contractor shall provide positive proof of payment for the equipment (and freight) along with their invoice under the Equipment Reimbursement CLIN. All equipment purchased by the contractor under the Equipment Reimbursement CLIN becomes the property of the government.

3.2.4. Equipment Accountability. Before completion or extension of the contract, the contractor and a Government representative shall conduct a joint inventory of equipment. The contractor shall be liable for loss or damage to Government furnished property beyond fair wear and tear in accordance with the clause of the contract, "Government Furnished Property." Compensation shall be effected either by reduced amounts owed to the contractor or by direct payment by the contractor, the method to be determined by the Contracting Officer. All equipment in need of repairs/maintenance shall be repaired/maintained by the contractor within 30 days of discovery, but before the joint inventory is made. All repairs/maintenance not performed by the contractor shall be made at the government's option and at the contractors expense. In the case of damaged property, the amount of compensation due the Government by the contractor shall be the actual cost of repair, provided such amount does not exceed the economical repair value. In the case of loss or damage beyond economical repair to equipment, the amount of the contractor's liability shall be the depreciated replacement value of the item to be determined by the Contracting Officer. Any failure of the contractor to agree with such determination shall be presented to the Contracting Officer.

3.2.5. Equipment Leased by the Government. The Government will maintain and repair equipment leased/rented by the Government and provided to the contractor except that in the case of loss or damage beyond fair wear and tear, the contractor's liability shall be to reimburse the Government for 100 percent of all expense incurred. The provisions of the Government lease agreements setting forth liability for loss or damage to leased equipment will be made available for the contractors inspection upon request to the contracting officer. The Government currently leases no equipment. Equipment leased by the Government which will be provided to the contractor will be listed in Appendix 4 (A-4), by modification to the contract.

3.2.6. Five-Year Equipment Plan/Equipment Planning. The contractor shall submit and update, as requested by the BMM, a 5-year equipment upgrade and replacement plan for government consideration as identified in Appendix 6 of AFI 33-117. The Contractor shall assist the Government in ensuring funding for all equipment items are programmed in advance. Equipment acquisition and replacement proposals will be supported with adequate written justification to substantiate funding. The contractor shall provide the government with a priority listing of equipment items required and update this listing as necessary. When so requested, the contractor shall assist the BMM in identifying needs for other equipment acquisition venues.

3.3. GOVERNMENT-FURNISHED SERVICES. The Government will furnish the following Base Support related services.

3.3.1. Utilities. The Government shall provide utilities (i.e. heat, electricity, water and air conditioning) the use of which by the contractor shall be in accordance with conservation practices as listed in this Statement of Work (SOW).

3.3.2. Building Repair and Upkeep. The Government will maintain, and when necessary repair, replace, relocate, or install fixed electrical systems (wiring, panels, protective devices, switches, receptacles and ceiling or wall mounted lighting fixtures), fixed plumbing systems (water supply lines, drain and sewer lines, water heaters and chillers, sinks, sanitary fixtures, emergency showers, drinking fountains, valves, and faucets) and fixed air conditioning systems (heating, cooling and ventilating equipment and controls, duct work, vents and filters). Such Government responsibility shall not include providing or installing replacement incandescent bulbs or fluorescent tube lighting.

3.3.2.1. Reporting Problems. The contractor shall immediately refer problems with utilities and facilities or requirements for their maintenance or repair to the QA (building manager). The contractor shall, in cases of emergencies, notify the Emergency Services Unit of the 81 CES (Civil Engineering Squadron).

3.3.3. Base Information Transfer System (BITS). The Government shall provide BITS services, the use of which by the contractor shall be limited to the delivery of items related exclusively to official government business.

3.3.4. Telephone Service. Local "Class C" telephone service, limited to official Government business, will be provided.

3.3.4.1. Defense Switched Network (DSN). Pursuant to Air Force mission demands the contractor will be authorized the use of, or access to, the Defense Switched Network (DSN) for Interactive Videoteletraining (IVT) and Video Teleconferencing (VTC) only.

3.3.4.2. Contractor's Telephone Service. Long distance phone capability is the choice and responsibility of the contractor and such calls shall be at the contractor's expense. The contractor shall bear all costs of private telephone services as are required to place personal or long-distance telephone calls.

3.3.4.3. Bomb Threat Procedures. Contractor shall ensure that a copy of an AF Form 440, Bomb Threat Aid, is maintained adjacent to each facility telephone. Personnel should be made aware of the form and how it is used in case a bomb threat call is received. The same requirement exists for new employees upon first duty day. The Law Enforcement desk is to be notified immediately of the call and responses recorded on the card.

3.2.3.4. Telephone Monitoring. The government may monitor any call received by or made from government facilities, this includes telephone service provided by the contractor for off base or long distance calls. One DD

Form 2056, Telephone Monitoring Decal, shall be placed on each government telephone unit within the Multimedia Service Center. The contractor shall replace decals when they become badly worn or hard to read.

3.3.5. Custodial Service. The government shall furnish custodial services for the hallways and rest rooms in bldg. 0902 to the extent and at the frequencies specified in the custodial services contract. The contractor shall be responsible for all housekeeping required beyond the scope of the custodial services contract. The contractor shall refer problems with custodial services to the building manager.

3.3.6. Refuse Collection. The government shall furnish refuse collection at designated pickup points in the immediate vicinity of buildings where contract work is performed. When necessary, the contractor shall consolidate accumulated refuse in plastic bags, secure the bags to prevent their contents from being accidentally scattered or blown about, and deposit the bags in the bulk containers (or "dumpsters") provided at the pickup points. The contractor shall refer problems with refuse collection to the building manager.

3.3.7. Entomology and Animal Control Services. The Government shall provide entomology and animal control services to the extent authorized and required to prevent, minimize, or eliminate the presence of insects, rodents, reptiles, and stray animals within, or in the vicinity of, building on the installation. The contractor shall notify the building manager upon detection or suspicion of insects, rodents, reptiles, or stray animals within, or in the vicinity of, Government facilities provided for contractor use. The contractor is not authorized to request Entomology Services directly. The contractor shall ensure the proper handling, storage, and disposal of food, beverages, and other items, which might attract or sustain insects, rodents, reptiles, or stray animals.

3.3.8. Grounds Maintenance. The government shall furnish grounds maintenance to the extent and at the frequencies specified in the grounds maintenance services contract. The contractor shall refer problems with grounds maintenance to the building manager.

3.3.9. Security Forces, and Fire Protection. The Government shall provide security forces (formerly security police) and fire protection to the extent authorized and required to enforce law and order and protect people and property on the installation. Fire Protection telephone number is 117. The contractor shall report crimes (break-ins, thefts, sabotage, etc.) to the 81st Security Force Squadron and shall report all fires, in progress or extinguished, to the base fire station.

3.3.10. ADPE Support. ADPE support is provided to the extent needed for updating base supply equipment custodian account records.

3.3.11. Transportation. The contractor shall provide all contractor transportation requirements at Keesler AFB and the local area except for restricted areas requiring a restricted area badge. The service requester (customer) must provide transportation and escort into these areas.

3.3.12. Emergency Medical Services. Emergency medical care is available to contractor employees at Keesler Medical Center, Building 0468. For emergency ambulance service, call Ext. 7-6555.

3.3.13. Records Management. The Base Records Manager will provide records management, Privacy Act and Freedom of Information Act training.

GENERAL INFORMATION

4. OVERVIEW. The Keesler Air Force Base Multimedia Service Center (BMSC) is one the largest of its type in the Air Education and Training Command and has a far-reaching reputation for the quality and timeliness of its products and services. The BMSC encompasses virtually every type of Multimedia product from simple presentation slides to fully articulated complex models and complex video productions. In satisfying stringent quality requirements, the BMSC routinely provides services well beyond the scope of the standard Air Force Multimedia Service Center. The critical nature of this requirement dictate that full support capability be available on short notice, with quick turnaround times to meet both normal and surge requirements. Additionally, there are high priority base requirements supported on a daily or even hourly basis. In fulfilling these stringent requirements, the BMSC must be fully capable of simultaneous operation in all functional areas throughout the year.

4.1. SCOPE OF WORK. The contractor shall provide all personnel, equipment, tools, materials, supervision, and other items and services necessary to perform Multimedia (MM) Services as defined in this Statement of Work (SOW) except as specified in Paragraph 3 and Appendix 4 (A-4) as government furnished property and services at Keesler Air Force Base, Mississippi.

4.2. SCHEDULE OF WORK. The estimated quantities of work and the required delivery suspense and priority designations are listed in Appendices 2 (A-2), and 3 (A-3).

4.3. SPECIFICATIONS AND STANDARDS OF PERFORMANCE. **Specifications and standards of performance requirements of previous contracts or operations shall not be compared or interpreted as acceptable standards for this contract.** All products shall be produced to the highest industry and commercial standards and shall meet the customer's requirements as stated on the customer's work order. The contractor shall perform to the specifications and standards in this contract. In lieu of written specifications, representative Quality Samples indicating quality of work are maintained by the Quality Assurance (QA) personnel. They are referenced in Appendix 7 (A-7), Contract Quality Standards.

4.4. PERSONNEL.

4.4.1. **Contract Manager.** The contractor shall assign a dedicated, full-time, contract manager who shall be responsible for the performance of the work. The contract manager shall plan, direct and review all phases of work and ensure compliance with contract requirements. Written notification of the name, address, and home telephone number of the contract manager and the alternate(s) who will act for the contractor whenever the contract manager is absent shall be provided to the contracting officer by the contract start date. Changes names, addresses, or telephone numbers that occur thereafter must also be submitted. The contract manager and alternate(s) must be able to read, write, speak, and understand English. The contract manager and alternate or alternates must understand government and military acronyms, definitions, technical terminology, publications and forms consistent with administration of this contract.

4.4.1.1. **Contract Manager's Authority.** The contract manager or alternate shall have full authority to act for the contractor on all contract matters relating to daily operation of this contract.

4.4.1.2. **Availability of Contract Manager.** The contract manager or alternate shall be available during normal duty hours within 30 minutes to meet on the installation with government personnel designated by the contracting officer if the need arises. After normal duty hours, the manager or designated alternate shall be available within 2 hours.

4.4.2. **Employees.** The government is authorized to restrict the employment of any contract employee, or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well being or operational mission of the installation and its population. All contractor employees having contact with customers must be able to read, write, speak, and understand English.

4.4.2.1. Employee Attire. Contractor personnel shall be properly attired and present a neat and clean appearance (considered to include the wearing of any required protective apparel and/or safety equipment) and be easily recognized. This shall be accomplished by wearing distinctive clothing bearing the name of the company or by wearing appropriate badges that contain the company name and employee name. The badge shall be worn on the front outer clothing, between the neck and waist, and be visible at all times while the employee is performing work under this contract. On special occasions (such as Dining In, etc.), photographers and/or videographers may be required to wear coat and tie, or equivalent clothing for females.

4.4.2.2. Health Requirements. All contractor employees performing services at the Keesler Medical Center under this contract shall receive a complete physical examination prior to the commencement of work. No later than five working days prior to the commencement of work, the contractor shall provide the contracting officer with a certification that those contractor employees performing work at the Keesler Medical Center have had a complete physical examination. The certification shall state the date on which the physical examination was completed, the name of the doctor who performed the examination and a statement concerning the physical health of the contractor's employee. The certification will also contain the following statement: Verification that contractor's employee is suffering from no active, communicable diseases to include but not limited to HIV (AIDS), Tuberculosis, Hepatitis and Venereal Disease. Contractor's employees with a contagious disease will not be credentialed and allowed to perform under the contract. For purposes of this paragraph, a physical examination administered more than 30 days prior to the commencement of work will not be considered adequate. The expenses for all physical examinations required under the provisions of this paragraph shall be borne by the contractor at no additional cost to the Government. The Government, through the contracting officer, reserves the right to have any employee reexamined at Government expense.

4.4.2.2.1. The contractor shall be solely responsible for Safety and Health of employees. All applicable Federal Occupational Safety and Health Administration standards shall be complied with. In the event of injury, the contractor shall immediately notify the contract administrator. Any damage to Air Force property shall be reported to the 81 TRW Safety Office, 7-7023.

4.4.2.3. Professional Certifications. The contractor shall ensure that employees performing Medical Photographic Imaging tasks have the following current and valid professional registration before starting work.

Membership of the Biological Photographer Association, Chapel Hill, NC, or the Health Sciences Communication Association (HSCA), St. Louis, MO, for Biological Photographers.

4.4.2.4. Conflict of Interest. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest nor shall the contractor employ any person who is an employee of the Department of the Air Force, either military or civilian, unless such person seeks and receives approval in accordance with applicable DoD Regulations.

4.4.2.5. Military Personnel. The contractor is cautioned that off duty active military personnel hired under this contract may be subject to permanent change of station (PCS), change in duty hours, or deployment. Military Reservists and National Guard members may be subject to recall to active duty. The abrupt absence of these personnel could adversely affect the contractor's ability to perform. Their absence at any time shall not constitute an excuse for nonperformance under this contract.

4.4.2.6. Emergency Procedures. Contractor employees shall be familiar with, and adhere to, procedures to be followed in the event of actual or simulated fires, weather advisories, natural disasters, bomb threats, terrorist activities, enemy attack, and similar emergency conditions posing a real or potential danger to people and/or property.

4.5. SECURITY REQUIREMENTS.

4.5.1. Visitor Group Security Agreement (VGSA). This contract does not require production or storage of classified material. Therefore, the contractor does not need to enter into a long-term visitor group security agreement for contract performance on base.

4.5.2. Clearance Requirements. If it is determined that the contractor must perform production of classified material, the contractor must possess or obtain an appropriate facility security clearance (Top Secret, Secret, or Confidential) prior to performing work of a classified nature. If the contractor does not possess a facility clearance, the government will request one. The government assumes costs and conducts security investigations for Top Secret, Secret, and Confidential security clearances. The contractor shall request security clearances for personnel requiring access to classified information within 15 days after receiving a facility clearance or, if the contractor is already cleared, within 15 days after contract award. Due to costs involved with security investigations, requests for contractor security clearances shall be kept to an absolute minimum necessary to perform contract requirements. The contractor shall notify the *Servicing Security Forces Organization* (SSFO) at each operating location 30 days before on-base performance of the contract. The notification shall include:

- a. Name, address, and telephone number of company representatives.
- b. The contract number and contracting agency.
- c. The highest level of classified information to which contractor employees require access.
- d. The location(s) of contract performance and future performance, if known.
- e. The date contract performance begins.
- f. Any change to information previously provided under this paragraph.

4.5.3. Clearance Requirements. Contractor personnel shall successfully complete, as a minimum, a National Agency Check (NAC), before operating government furnished workstations that have access to Air Force e-mail systems. The government at no additional cost to the contractor shall submit these investigations. The Unit Security Manager will provide Information Assurance Awareness Program (IAAP) requirements. Suitability Investigations (Determinations) are covered in AFI 31-501 and the AETC Supplement. This refers to derogatory information that becomes known and brings into question an individual's reliability, trustworthiness, and loyalty. Access to classified information, the LAN, etc. may be contrary to the best interests of the government. The contractor shall report such information to the sponsor unit. Until issues are resolved access may be suspended.

4.5.4. Unescorted Entry to Restricted Areas. When contractor employees require unescorted entry to restricted areas, the Air Force shall submit NAC investigations for contractor employees at no additional cost to the contractor. Contractor personnel shall successfully complete a NAC investigation to obtain unescorted entry to a restricted area.

4.5.5. Pass and Identification Items. The contractor shall ensure the following pass and identification items required for contract performance are obtained for employees and non-government owned vehicles:

a. DD Form 1172, Application for Uniformed Services Identification Card, (AFI 36-3026, Identification Cards For Members of The Uniformed Services, Their Family Members, and Other Eligible Personnel, and AETC Instruction 36-3001, Issue and Control of AETC Civilian Identification (ID) Cards).

b. AETC Form 58, Civilian Identification Card (AETCI 36-3001).

c. AF Form 2219 (series), Registered Vehicle Expiration Tab (AFI 31-204, Air Force Motor Vehicle Traffic Supervision).

d. DD Form 2220, DoD Registered Vehicle and Installation Tab (AFI 31-204).

e. AF Form 1199, U94F Restricted Area Badge, or a locally developed badge.

f. AF Form 75, Visitor/Vehicle Pass (AFI 31-204).

4.5.6. Retrieving Identification Media. The contractor shall retrieve all identification media, including vehicle decals, from employees who depart for any reason before the contract expires; e.g., terminated for cause, retirement.

4.5.7. Listing of Employees. The contractor shall maintain a current listing of employees. The list shall include employee's name, social security number, and level of security clearance. The list shall be validated and signed by the company Facility Security Officer (ISO) and provided to the contracting officer, 81 CS unit security manager and SSFO prior to the contract start date. Updated listings shall be provided when an employee's status or information changes.

4.5.8. Security Manager Appointment. The contractor does not need to appoint a security manager. Security training will be provided by the unit security manager of the 81 CS.

4.5.9. Additional Security Requirements. In accordance with DoD 5200.1-R and AFI 31-401, the contractor shall comply with AFSSI 5102, Computer Security Program (COMPUSEC); AFI 33-203, Emission Security (EMSEC) Program; AFI 33-204, Information Assurance Awareness Program (IAAP); applicable AFKAGs, AFIs, and AFSSIs for Communications Security (COMSEC); and AFI 10-110.1, Operations Security (OPSEC) Instructions.

4.5.10. Freedom Of Information Act Program (FOIA). The contractor shall comply with AFI 37-131, Freedom Of Information Act Program (FOIA), and requirements. The regulation sets policy and procedures for the disclosure of records to the public and for marking, handling, transmitting, and safeguarding For Official Use Only (FOUO) material.

4.5.11. Reporting Requirements. The contractor shall comply with AFI 71-101, Volume 1, Criminal Investigations, and Volume-2 Protective Service Matters, requirements. Contractor personnel shall report any information or circumstances of which they are aware may pose a threat to the security of DoD personnel, contractor personnel, resources, and classified or unclassified defense information to an appropriate authority. Contractor employees shall be briefed by their immediate supervisor upon initial on-base assignment and as required thereafter.

4.5.12. Physical Security. Areas controlled by contractor employees shall comply with base Operations Plans and instructions for Force Protection (FPCON) procedures, Random Antiterrorism Measures (RAMS) and local search/identification requirements. The contractor shall safeguard all government property including controlled forms provided for contractor use. At the close of each work period, government training equipment, ground aerospace vehicles, facilities, support equipment, and other valuable materials shall be secured.

4.5.13. Operating Instructions Reserved.

4.5.14. Controlled/Restricted Areas. Reserved.

4.5.15. Entry Procedures For Controlled Areas. Reserved.

4.5.16. Key Control. The contractor shall establish and implement key control procedures in the Quality Control Plan to ensure keys issued to the contractor by the government are properly safeguarded and not used by unauthorized personnel. The contractor shall not duplicate keys issued by the government.

4.5.17. Lost Keys. Lost keys shall be reported immediately to the contracting officer. The government replaces lost keys or performs re-keying. The total cost of lost keys, rekeying or lock replacement shall be deducted from the monthly payment due to the contractor.

4.5.18. Government Authorization. The contractor shall ensure its employees do not allow government issued keys to be used by personnel other than current authorized contractor employees. Contractor employees shall not use keys to open work areas for personnel other than contract employees engaged in performance of duties, unless authorized by the government functional area chief

4.5.19. Lock Combinations. The contractor shall establish procedures to ensure door lock combinations are not revealed to unauthorized persons and ensure procedures are implemented.

4.5.20. Traffic Laws The contractor and its employees shall comply with base traffic regulations.

4.6. EMPLOYEE TRAINING The contractor shall ensure that the employees listed below obtain the following mandatory training as a condition of their employment unless employees previously obtained this training. All positions must be designated within one month of contract start or position vacancy.

4.6.1. Equipment Custodians. The persons designated as the primary and alternate equipment custodians must attend an equipment management class, conducted by the base supply activity, before the contract start date, or, if subsequent thereto, other persons are so designated, before their being allowed to receipt for Government-furnished equipment. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on managing Government property, preparing and submitting supply forms, and using tables of allowances and other management products. The contractor shall also attend any refresher training as may be required throughout the contract period.

4.6.2. Records Custodian and Records Clerk. The persons designated as the records technicians must attend a records management class, conducted by the base records management activity, not later than 2 months after being so designated. The class lasts approximately 4 hours and is usually conducted once per month. The purpose of the class is to provide training on maintaining, disposing, and reporting holdings and disposition of Air Force records. POC for this training is 81 CS/SCBR at 7-2621.

4.6.3. Fire Extinguisher and Fire Prevention. The contractor shall ensure all employees receive initial fire extinguisher and fire prevention training through the Base Fire Department. POC for this training is 81 CES/CEF at 7-3095.

4.7. QUALITY CONTROL

4.7.1. Quality Control Plan. The contractor shall establish and maintain a complete Quality Control Plan to ensure the requirements of the contract are provided as specified. The plan shall include:

4.7.1.1. An inspection system covering all the services and requirements of this contract whether listed in Paragraph 2, Service Delivery Summary (SDS), or not. It must specify the areas to be inspected on either a scheduled or unscheduled basis, how often inspections will be accomplished, and the title of the individual(s) who will perform the inspection.

4.7.1.2. The methods for identifying and preventing defectives in the quality of service performed before the level of performance becomes unacceptable.

4.7.1.3. On-site records of all inspections conducted by the contractor and necessary corrective action taken. This documentation shall be made available to the government during the term of the contract.

4.8. QUALITY ASSURANCE The government will evaluate the contractor's performance under this contract using the methods of surveillance specified in Paragraph 2, Service Delivery Summary (SDS) and the Quality Assurance Surveillance Plan (QASP). The government will record all surveillance observations. When an observation indicates defective performance, the QA personnel will request the contractor's representative to initial the observation.

4.8.1. Performance Evaluation Meetings. The contract manager may be required to meet at least weekly with the Base Multimedia Manager (BMM) and Quality Assurance (QA) personnel and the Contracting Officer (CO) during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the contracting officer. The contractor's manager, Contracting Officer, BMM and QA personnel shall sign the written minutes of these meetings. Should the contractor not concur with the minutes, the contractor shall so state any areas of nonconcurrency in writing to the contracting officer within five calendar days of receipt of the signed minutes.

4.9. HOURS OF OPERATION

4.9.1. Normal Hours. Keesler AFB utilizes a compressed work schedule in which 44 hours are worked in one week and 36 hours are worked in the following week and thereafter repeating. The contract shall utilize this schedule for as long as the compressed week schedule is in effect. The contractor is cautioned to comply with all applicable Department of Labor rules and regulations for overtime pay and to observe the restrictions on compensatory time

which do not allow “comp time” to be carried forward from one pay period to another. The contractor shall maintain the following customer service hours:

7:00 a.m. (0700) to 5:00 p.m. (1700) - Monday through Thursday
 7:00 a.m. (0700) to 4:00 p.m. (1600) - Every other Friday

4.9.2. **Federal Holidays.** The contractor is not required to provide routine service on the following days:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

4.9.2.1. Whenever a federal holiday falls on a Saturday, the preceding Friday is observed, and whenever a holiday falls on a Sunday, the following Monday is observed. Whenever a federal holiday falls on a down Friday, the preceding Thursday is observed.

4.9.2.2. Nothing in the foregoing shall be construed to relieve the contractor from the obligation to provide alert photography and videography services at times other than the normal hours of operation of the still photographic laboratory.

4.9.3. **After Hours Facilities Use.** The contractor shall inform the building manager anytime any contractor employee(s), other than alert photographers and videographers will be at the contractor-operated facility within the building other than during its normal hours of operation, unless within 30 minutes before or 30 minutes after normal operating hours. This notification shall occur before the work is performed.

4.10. **NON-DUTY HOURS.** The contractor shall provide non-duty hour (non-alert) services. The contractor shall maintain a log of all non-duty hours, which shall include, as a minimum, the following:

- a. Date and time of assignment
- b. Name of requester, organization and phone number
- c. Purpose (i.e. Alert, Dining-out, etc.)
- d. Total time of assignment
- e. Name of certifying official

A copy of the non-duty hour log shall be provided to QA personnel as part of the end of month reports package. The contractor shall notify the contracting officer through the QA personnel when 85 percent of the allotted non-duty hours have been accomplished.

4.10.1. The contractor shall ensure that non-duty hours are allocated in the following areas;

Videography	575hrs
Photography	650hrs
Presentations	200hrs
Graphics	275hrs

4.11. EMERGENCY SERVICES. On occasion, services may be required to support an activation or exercise of contingency plans outside the normal duty hours described above. The contractor's responsibilities for emergency support are described in Paragraph 1.

4.12. CONSERVATION OF UTILITIES. The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions that preclude the waste of utilities, which shall include:

4.12.1. Lights shall be used only in areas when and where work is being performed.

4.12.2. Employees shall not adjust heating, cooling, or ventilating equipment or control mechanisms.

4.12.3. Water faucets or valves shall be shut off as soon as the required usage is accomplished.

4.13. ENVIRONMENTAL REQUIREMENTS

4.13.1. The following paragraphs represent the mandatory regulations and guidelines with which the contractor shall comply. These environmental requirements shall be included in the contractor's quality control plan. Contractor shall comply with all applicable federal, state, and local environmental laws. Contractor shall comply with Air Force environmental regulations and KAFB plans to include, but not limited to the Hazardous Waste Management Plan and Spill Prevention Control, and Countermeasures Plan.

4.13.2. All personnel who work with or are around hazardous materials must have, at a minimum, the Federal Hazardous Communication training.

4.13.2.1. Health effects of exposure to the oil and hazardous substance.

4.13.2.2. Applicable first aid procedures to be used following exposure.

4.13.2.3. Protective equipment requirements and procedures for using equipment.

4.13.2.4. Evacuation procedures.

4.13.2.5. Combustibility of spill material and potential for flash back along vapor trails.

4.13.2.6. Applicable fire fighting procedures and special hazards of combustion products.

4.13.2.7. Reactivity of spill material with common materials including water.

4.13.2.8. Use and maintenance of all alarms and monitoring equipment associated with spill prevention or response.

4.13.2.9. Base Fire Department phone number (117). The Fire Department is to be contacted as soon as possible during a spill response.

4.13.2.10. Immediate spill response actions including the location of pump controls and valves to stop spill flows, and the location and use of fire extinguishers, absorbents, neutralizing agents and other immediate spill response procedures, as appropriate.

4.14. FIRE PROTECTION In performing work under this contract, the contractor shall conform to the specific fire protection requirements contained in the Keesler Fire Protection Program.

4.14.1. The contract site will be periodically inspected by the Base Fire Protection Section to ensure compliance with fire prevention practices.

4.14.2. Any violation or failure to comply with fire safety procedures shall be promptly corrected.

4.15. USE OR SALE OF MM PRODUCTS All products produced by the contractor are the property of the government and shall not be used, sold or retained by the contractor for any purpose outside the provisions of the contract.

4.16. OFFICIAL COMMUNICATIONS.

4.16.1. On all correspondence, the contractor shall use the appropriate address as provided by local direction (Information Management).

4.16.2. Telephones shall be answered by: "Multimedia Service Center, Mr./Ms. _____ speaking, may I help you.". The contractor shall ensure contractor personnel do not answer the phone with phrases such as "Photo lab" or "Graphics".

4.17. AUTOMATIC DATA PROCESSING/GRAPHICS IMAGING SYSTEM

4.17.1. Computer programs used by the contractor for providing services under the terms of this contract must be approved by the 81 CS small computer repair and maintenance element.

4.17.2. Government staff shall have access to any program on Government furnished computer systems.

4.17.3. The contents of programs created on government computers or contractor computers become the property of the government.

4.17.4. The contractor shall maintain and perform a daily back up of all newly created computer generated files and a weekly back up of the hard drive. Program generated files are to be stored on standard 3 1/2 high-density diskettes when size allows. Larger files shall be stored on 105 MB Bernoulli Disk, 100 MB Zip Disk, 1 GB Jazz Disk or other high capacity disk. Backup files shall be stored on high capacity disk.

4.17.5. All Government furnished programs and all contractor-supplied disks used for providing services under the terms of this contract shall be turned over to the government staff at the termination of the contract.

4.18. PRECIOUS METALS RECOVERY. Since no wet processing is allowed on Keesler and the contractor furnishes all film, paper, and chemicals, contractor retains rights to precious metal recovery. No silver recovery operations are allowed to be performed on Keesler by the contractor.

4.19. GOVERNMENT OBSERVATIONS. Other government personnel, such as Inspectors General, Fire Department, Safety, building inspectors or higher headquarters staff are authorized to observe contractor operation. However, these personnel may not interfere with contractor performance.

APPENDIX A

CONTRACTOR-FURNISHED ITEMS AND SERVICES

A1.1. GENERAL. Except for those items and services specifically stated to be Government furnished in Paragraph 3, the contractor shall furnish everything required to perform this statement of work.

A1.1.1. The contractor shall ensure sufficient types and amounts of supplies, including repair and replacement parts, are on hand or can be readily obtained to support the requirements of this contract.

A1. Computer Disks. The contractor shall supply all computer disks.

A1.2. QUALITY STANDARDS FOR CONTRACTOR-FURNISHED ITEMS. The contractor shall ensure all contractor-furnished items (considered to include any personally owned items that may be used by contractor employees) are adequate for the purposes for which used or intended and meet established safety, health, fire protection, and/or environmental standards and requirements pertaining to their use, as well as being compatible with Government-provided equipment.

A1.2.1. Materials and supplies from which the contractor produces end products shall be of a quality to ensure the stability, durability, and longevity of those products.

A1.2.2. Repair and replacement parts shall be of a quality equal to, or exceeding, the specifications set forth by the original manufacturer.

A1.3. MINIMUM CONTRACTOR FURNISHED EQUIPMENT (CFE). The contractor shall provide the following equipment to meet the needs of the contract. The following listing is considered the minimum equipment to be supplied by the contractor in order to meet normal requirements under the contract. The contractor may provide additional equipment to meet surge requirements, better provide products in a timely manner or provide products of superior quality. The contractor shall not be entitled to any additional compensation or modification to the contract for providing CFE equipment, which supplements Government Furnished Equipment (GFE). All CFE remains the contractor property at completion of the contract.

A1.3.1. Contractor Furnished Facility. Since no chemical (wet) photographic processing is allowed on Keesler, some CFE will be required to be located in contractor (or subcontractor) facilities off Keesler Air Force Base. Reference paragraph 1 (1.4). The contractor facilities shall be located within close proximity of Keesler Air Force Base to allow for quick turnaround photo requirements.

A1.3.1.1. Contractor Purchased Equipment (CPE). Any Contractor Purchased Equipment under the equipment reimbursement CLIN shall become the property of the government.

A1.3.1.2. Contractors Reliance. The contractor shall not rely upon any equipment purchases made under the equipment reimbursement CLIN to relieve the contractor's responsibility to provide Contractor Furnished Equipment.

A1.3.2. Administrative and Management Information CFE. Reference paragraph 1.1.3, "Work Control". The contractor shall provide a computer and database program to establish and maintain a computerized work order tracking system for each area. The minimum requirements are:

Pentium III processor w/ 32mb RAM; standard keyboard; mouse; 14" VGA monitor; 4GB HD; std 3.5 drive; 24x CD-ROM; internal or external 100mb Zip drive; 10bT/100bT Ethernet controller; 56K modem; standard I/O devices; Smart Label Printer capable of printing label 2" wide; MS Windows 98; Microsoft Office Professional Edition-latest revision; Virus scan software; Access based model database and 115-120V uninterrupted power supply.

A1.3.3. Self-help Graphics Imaging Systems CFE. Reference Paragraph 1.3.1.5, "Self-help Graphics". The contractor shall provide a minimum of two self-help graphic imaging computer systems with accessories. The contractor-furnished computers shall be networked and capable of printing to the government provided color printer. The minimum requirements (for each system) are:

Mini-Tower Model; Pentium III Processor at 700MHz; 128MB 100MHz SDRAM (up to 384MB max.); 512KB Integrated L2 Cache; Minimum 9GB HD; 3.5" Floppy Disk Drive; CD-RW Drive (24xCD Cd-R/2x CD-RW); 100MB Internal Zip Drive; Two USB Ports; Fast SCSI Controller; 19" (18.1" viewable 1600x1200, .26dp) P&P Monitor; 16MB (min) AGP Graphics Card; 10/100Mb Ethernet port; Sound Blaster compatible sound card w/ 2 speakers; Enhanced Keyboard; 4 button (wheel) mouse; HP Deskjet

895Cse printer (at LPT1); MS Windows 98; Microsoft Office Standard Edition-latest revision; Virus scan software; Adobe Photoshop – latest revision; and a 115-120V local uninterrupted power supply.

Notes: 1. One of the two systems shall also be equipped with a 36 bit, single pass, and flatbed color scanner with automatic document feeder. The scanner shall have a minimum optical resolution of 600 x 1200. The system shall also have added software: an OCR program (Omni Page Pro or equal) and Adobe Acrobat – Full version – latest revision.

2. The Self-help Graphic Imaging Systems (GIS) provided as Contractor Furnished Equipment shall be compatible with Government Furnished Equipment and shall be networked into the LAN to allow printing to the Government Furnished Ricoh NC 5206 Color printer. If the contractor elects at his own expense to have other digital color printers, or imaging devices attached to the network, the contractor may, at his option, take steps to insure the self-help GIS's do not print directly to those Contractor Furnished Equipment devices. The contractor shall ensure the self-help GIS's do not print directly to any Government furnished printer other than designated for that purpose.

3. The contractor shall furnish ink cartridges and premium quality paper for the HP printers.

A1.3.4. Graphic Imaging Systems (CFE) Reference Paragraph 1, (1.3.2.3). Provide a minimum of one IBM compatible and two Macintosh compatible Graphic Imaging Systems. The IBM compatible GIS may be used as part of the contractor furnished Digital Imaging System.

The IBM compatible system minimum requirements are: Mini-Tower Model; Pentium III Processor at 700MHz; 256MB 100MHz SDRAM (up to 384MB max.); 1MB Integrated L2 Cache; Minimum 12GB HD; 3.5" Floppy Disk Drive; CD-RW Drive (24xCD Cd-R/2x CD-RW); 100MB Internal Zip Drive; Two USB Ports; Ultra-Fast SCSI Controller; External 2GB Jazz Drive; 21" (19.8" viewable 1600 x 1200 @85Hz, .26mm) Display; 32MB (min) AGP Graphics Card; 10/100Mb Ethernet port adapter; Sound Blaster Live sound card w/ 5 speakers; Enhanced Keyboard; 4 button (wheel) mouse; 12" WACOM Digitizing Art Tablet with pressure sensitive stylus; 36 bit, single pass, flatbed color scanner with a minimum optical resolution of 600 x 1200; MS Windows 98; Microsoft Office Standard Edition-latest revision; Virus Scan Software; Adobe Photoshop – latest revision; Adobe Illustrator – latest revision; Quark Xpress – latest revision; OCR program (Omni Page Pro or equal); Adobe Acrobat, full version.- latest revision; Adobe Type Manager Deluxe (PC version) – latest revision; and a 115-120V local uninterrupted power supply.

The Macintosh system's minimum requirements are: G4 PowerMac; 500Mhz; 256 Cache; 128MB RAM; 8GB HD; 3.5 Floppy Disk Drive; Two USB Ports; 24x CD ROM Drive; Internal Zip Drive; External 1 GB Jazz Drive; 21" (19.1" viewable) .26 Display; Enhanced keyboard; Mouse; 10Mb Ethernet port; System Software – latest revision; Virus Scan Software; Adobe Photoshop – latest revision; Adobe Illustrator – latest revision; MS Power Point – Mac edition – latest revision; Adobe Type Manager Deluxe (Mac version) – latest revision, and a 115-120V local uninterrupted power supply.

Note: At least one of the Macintosh Graphic Imaging Systems shall also have Adobe Acrobat, full version – latest revision software installed.

A1.3.5. Multifunctional Color Laser Copier/Printer/Scanner (CFE). Reference Paragraph 1.3.2.4. Provide a multifunctional color laser copier/printer/scanner. The government provided Ricoh Aficio 5206 color printer shall be used exclusively to support Self-help users. The contractor furnished color laser copier/printer shall be used to meet the production requirements of the contract. The unit shall be capable of producing an 11" x 17" full bleed print onto 12" x 18" paper at 400 dpi. The contractor is cautioned that surge requirements may tax the capacity of a 6 or 9 page per minute color copier/printer/scanner. A higher production rate is not required but is suggested.

A1.3.6. Film Recorder (CFE). Reference Paragraph 1.3.2.5. The contractor shall provide a minimum of one 4K-film recorder to process 35mm-presentation slides and image 35mm film as required. Polaroid or instant type film or slides shall not be used. All 35mm slides shall be processed utilizing E6 chemistry. All 35mm film shall be processed utilizing C41 chemistry. The CFE Film Recorder may be connected to any GFE Computer or any CFE computer. The contractor is caution that high volumes and quick turnaround times are required to support the

contract. The contractor may elect to supplement the required CFE with additional equipment in order to meet surge requirements or to deliver a superior quality product.

A1.3.7. E-6 Processor (CFE). Reference Paragraphs 1.3.2.5 and 1.4.2.19. The contractor shall provide an E-6 film processor capable of processing color transparencies up to 8" x 10". The equipment shall be located in a contractor-operated facility within a 25-mile radius of Keesler Air force Base.

A1.3.8. Large Format Color Printer (CFE). Reference Paragraphs 1.3.2.7 and 1.4.1.4. Contractor shall provide a large format color printer and RIP for the production of computer-generated charts, posters, other graphic items and digital photographs, which will produce prints up to 35.5 inches wide by 108 inches long. The printer shall be capable of producing prints on a variety of materials at 300 dpi. The contractor is cautioned that high volumes and quick turnaround times are required to support the contract. The contractor may elect to supplement the required CFE with additional equipment in order to meet surge requirements or to deliver a superior quality product.

A1.3.9. Hot Roll Laminator (CFE). Reference Paragraph 1.3.2.7. Contractor shall provide a hot roll laminator capable of laminating at least 36 inches wide and of handling thickness of up to 3/16 inches.

A1.3.10. Vinyl Cutter (CFE). Reference Paragraph 1.3.2.8. The contractor shall provide a vinyl cutter capable of producing cut vinyl 30 inches wide without stripping or paneling of individual design elements. The vinyl cutter shall be connected to a suitable contractor furnished computer system. Industry standard sign making software is suggested.

A1.3.11. Display System (CFE). Reference Paragraph 1.3.2.12. The contractor shall provide a minimum of one commercially produced 10 foot wide by 8 foot tall curved panel display system, complete with top track lighting and free standing podium for use in the development and presentation of displays by base customers.

A1.3.12. Vacuum Mounting System (CFE). Reference Paragraph 1.3.2.28. The contractor shall provide a vacuum mounting system which is capable of accepting work up to 30" x 40". The contractor may substitute a mechanical method of mounting provided the system used assures a superior bond to the substrate. The CFE laminator may be used for cold roll mounting in lieu of vacuum mounting at the contractor option. Hand spray of adhesive with subsequent hand application and roll out is not acceptable. Other cold roll mechanical devices may also be utilized at the contractors option.

A1.3.13. Perimeter Edge Trim System (CFE). The contractor shall furnish an edge trim system and edging materials in black, white, silver and gold. The contractor-furnished system shall be equal to or exceed the system manufactured by Trim U.S.A.

A1.3.14. Wood Working and Metal Working Tools and Equipment (CFE). Reference Paragraphs 1.3.2.10, 1.3.2.30 and 1.5.10.1. The contractor shall furnish all facilities, tools and equipment necessary to construct displays and exhibits, models, and television studio sets and scenery.

A1.3.15. CD-Reader/Writer (CFE). Reference Paragraph 1.3.4. The contractor shall provide a multi-write or incremental CD-Reader/Writer (CD-RW Drive - 24xCD Cd-R/2x CD-RW) and applicable software for the purposes of providing CD disk to customers that will be compatible with GFE.

A1.3.16. ICW Lighting System (CFE). Reference Paragraph 1.3.5.3.1. The contractor shall provide a lighting system to supplement the GFE for ICW photography.

A1.3.17. AF Qualification Training Packages Videography and Photography (CFE) Reference Paragraph 1.3.5.4.1. The contractor shall provide lighting packages for use on remote video or photography assignments.

A1.3.18. Off Base Facilities. Reference Paragraph 1.4. All chemical (wet) photographic processing shall be accomplished off base in a contractor-operated facility. The contractor is responsible for acquiring and maintaining facilities and the processes to develop all films. Surge and Alert requirements coupled with short turnaround times require that the contractor facilities be located within close proximity of Keesler Air Force Base.

A1.3.19. Fuji Pictography 4000 (CFE). Reference Paragraphs 1.4.1, 1.4.1.4, 1.4.2.5.2 and 1.4.2.7. The contractor shall provide a Fuji Pictography Model 4000 Digital printer.

A1.3.20. Black and White Film Processing. (CFE). Reference Paragraph 1.4.2.13. The contractor shall provide, at his (or sub contractors) off base facility, processors for developing and printing black and film. 12 X 12 negative sizes are the standard. Contact prints of negatives shall be produced up to 12 inches by 12 inches.

A1.3.21. Music Inventory. The contractor shall provide a licensed music inventory for use in Video Production and Broadcast. This inventory shall become property of the USAF.

A1.4. HOUSEKEEPING. The contractor shall ensure that work and storage areas present a neat and clean appearance. Housekeeping to be performed by the contractor at assigned facilities include:

A1.4.1. Proper arrangement and/or storage of equipment, furniture, supplies, tools, lights, electrical cords, etc., to eliminate clutter and potential fire and safety hazards (stored in cabinets or storage cases when not in use). Contractor shall ensure, as a minimum, that boxes and equipment are not stored on cabinets, aisles are free of obstacles that impede traffic, exits are not blocked, equipment is positioned to prevent falls, and electrical cords do not present tripping hazards. Areas exposed to public (customer) view will present (at all times) a neat, orderly, organized professional image (appearance). There will not be clutter or equipment lying around, any foodstuffs or remnants, etc., to detract from that projected professionalism.

A1.4.2. Weekly dusting and other necessary cleaning of exposed surfaces of furniture, equipment, cabinets, shelves, bins, lighting fixtures, walls, doors and doorways, etc. Contractor is responsible for keeping furniture, equipment, cabinets, shelves, bins, lighting fixtures, walls, doors around the Automatic Data Processing Equipment (ADPE) and graphics computers clean in order to minimize equipment damage.

A1.4.3. Desks and work areas are to be kept free of clutter. Waste, which overflows trashcans in facility, shall be taken out to the dumpsters.

A1.4.4. Proper storage, handling, and disposal of food, beverages, and any other items which might attract or sustain insects, rodents, or other vermin. This includes washing or disposing of containers and utensils after use and not leaving food overnight in the facility unless stored in the refrigerator or in a closed container.

A1.4.5. Immediate cleanup and proper disposal of spilled or leaked liquids, chemicals, paint, solvents, compounds, etc., to prevent corrosion, contamination, fire, damage, accidents, or injuries.

A1.4.6. Contractor shall be responsible for purchasing and replacing all light bulbs and fluorescent tubes for the Multimedia facility within Wall Studio, Bldg. 0902.

A1.5. POSTAL/INSTALLATION DISTRIBUTION. The contractor shall comply with all applicable size, weight, packaging, sealing, marking, handling, and security requirements and restrictions.

A1.5.1. The contractor is responsible for packaging of films, slide/tape programs and videocassettes for shipment. Local requirements include the use of a self-adhesive 3x5 inch mailing label attached to the outside of the package. Each mailing label shall include the official return address of the BMSC. Media products of like size should be securely bound together in packages not to exceed 50 pounds, using nylon reinforced shipping tape. Tapes and films of unequal size should be securely boxed for shipment. The contractor shall provide all shipping materials required.

A1.5.2. Contractor shall be responsible, upon request, for the mailing through BITS of official portraits, record photography, graphic products and other items produced. Flat work should be packaged with sufficient reinforcement to preclude bending or damage. The contractor shall provide shipping tapes and other appropriate materials envelopes.

A1.5.3. Government mail deliveries are not made to or from the BMSC. Contractor must go to a centrally located facility housing the postal/installation distribution. Pickup shall be accomplished at least once daily.

A1.6. GOVERNMENT REIMBURSEMENT FOR TRAVEL/PER DIEM. The Government will reimburse the contractor for travel/per diem expenses incurred by contractor personnel in the course of official TDY as required by a requesting agency.

APPENDIX B

WORK ORDER PRIORITIES

The following table represents the work order priority system for this SOW. The percentages shown are estimates only. The contractor is cautioned that surge requirements may, at times, cause an increase in priority status. The contractor may enter into negotiations requesting “Over and Above” payments if priorities exceed those listed. The Contracting Officer must grant approval prior to the contractor beginning any “Over and Above” priority work.

PRODUCT	PERCENT PRI. 01 (response time)	PERCENT PRI. 02 (response time)	PERCENT PRI. 03 (response time)	PERCENT PRI. 04 (response time)	TOTAL PERCENT
Simple Graphics	15% (4-8 hours)	20% (2-3 days)	63% (3-5 days)	2% (6 days +)	100%
Average Graphics	5% (2-3 days)	10% (3-5 days)	60% (6-10 days)	25% (15-20 days)	100%
Complex Graphics	1% (3-5 days)	8% (6-10 days)	26% (11-15 days)	65% (16d+ TBD)*	100%
Photography	20% (4-8 hours)	70% (2-3 days)	9% (3-5 days)	1% (5 days +)	100%
Documentation Services	68% (1-2 days)	12% (3-5 days)	10% (6-10 days)	10% (11-15 days)	100%
Simple Video Production	8% (1-2 days)	52% (3-5 days)	20% (6-10 days)	20% (11-15 days)	100%
Average Video Production	5% (3-5 days)	25% (16-20 days)	50% (21-30 days)	20% (30-45 days)	100%
Complex Video Production	2% (10-15 days)	8% (21-30 days)	45% (30-45 days)	45% (45d + TBD)*	100%

* TBD = To be Determined

APPENDIX C

WORKLOAD ESTIMATES

Workloads	Estimated Quantity
Photo: Color 2x2 prints	3,000
Photo: Color 4x5 prints	4,500
Photo: Color 5x7 prints	45,000
Photo: Color 8x10 prints	3,000
Photo: Color 11x14 prints	200
Photo: Color 16x20 prints	50
Photo: Color 20x24 prints	10
Photo: Color Negative/digital files	53,000
Photo: Color 35mm slides	15,000
Photo: Black and White negatives 12x12	100
Photo: Black and White 5x7 prints	500
Photo: Black and White 35mm slides	50
Photo: Black and White self-help	1,800
Graphics: Vugraphs -simple	1,500
Graphics: Vugraphs - average	1,400
Graphics: Vugraphs - complex	1,000
Graphics: Digital slides - simple	1,000
Graphics: Digital slides - average	1,500
Graphics: Digital slides - complex	500
Graphics: Charts - flip	270
Graphics: Charts - briefing	150
Graphics: Charts - status/wall	600
Graphics: Signs	5,000

Graphics: Posters	3,000
Graphics: 2D/3D Display - table top, mounted, free standing	350
Graphics: 2D/3D Display - art for displays	2,500
Graphics: 2D/3D Display - Heritage display maintenance	10
Graphics: Nameplates	5,000
Graphics: Certificates	2,000
Graphics: Book covers	750
Workloads	Estimated Quantity
Graphics: Models - simple	5
Graphics: Models - average	3
Graphics: Models - complex	2
Graphics: Publication art - simple	20,000
Graphics: Publication art - average	10,000
Graphics: Publication art - complex	7,500
Graphics: Publication art - binding	350
Graphics: Emblems - simple	150
Graphics: Emblems - average	100
Graphics: Emblems - complex	700
Graphics: Dry-mounting 16x20 and smaller	7,500
Graphics: Laminating of prints 16x20 and smaller	5,500
Graphics: Laminating of prints 24xup to 108	50
Graphics: Television graphics - computer illustration	1,200
Graphics: Television graphics - animation	250
Graphics: Television graphics - props, sets, mockups	5
Graphics: Digital prints (transmissive)	85
Graphics: Digital prints (reflective)	30
Graphics: Perimeter edge trim (in inches)	200,000
Graphics: Military fine arts	450
Video: Productions - complex	15
Video: Productions - average	25
Video: Productions - simple	20
Video: Documentation (VIDOC)	125
Video: Audio tape only	60
Workloads	Estimated Quantity
Video: Interactive Videoteletraining (IVT) broadcast hours	1,600
Video: Interactive Videoteletraining (IVT) rehearsal hours	200
Video: Teleconferencing (VTC) - sessions	400
Video: Commanders Access Television (CATV) - programming slides	500

Video: Commanders Access Television (CATV) - programming tapes	175
Video: Commanders Access Television (CATV) - broadcast hours	8,760
Video: Tape/program duplication	2,000
Presentations: Media issue	50
Presentations: Equipment issue - 35mm proj	10
Presentations: Equipment issue - video proj.	75
Presentations: Equipment issue - video players (VCR)	25
Presentations: Equipment issue - video camcorders	60
Presentations: Equipment issue - overhead proj.	40
Presentations: Equipment issue - portable lectern	25
Presentations: Equipment issue - amps, speakers, etc.	1,500
Presentations: Equipment maintenance	550
Presentations: Advisory/set up	200

Data collected by historical documentation, contractor time documentation and user agency forecasts of Multimedia Service Requests.

APPENDIX D

GOVERNMENT FURNISHED PROPERTY (EAID)

NOMENCLATURE	ACCOUNT	STOCK NUMBER	QUANTITY
GRAPHICS – B&W LASER	216AA	7025013879365 EI	1
GRAPHICS – PRINTER AUTOMATIC	216AA	702501408631 EI	1
FILM – RECORDER/REPRODUCER	244DC	583500245944 SA	2
FILM – QUATRA MAC 800	244DC	7010013822801 EI	1
PHOTO – CAMERA DIGITAL CARD	240AA	6720014572947 EI	5
PHOTO – MODIFICATION KIT	240AA	6760014575141 EI	5
PHOTO – PHOTO LIGHT	240AA	7025-01-408-6316EI	1
PHOTO – PRINTER AUTOMATIC	240AA	7025013880259	1
PHOTO – CAMERA STILL	240AA	6720011680348	2
PHOTO – CAMERA SET	240AA	6720010806396	1
VIDEO – MONITOR WAVEFORM	288PR	6625 P1730	1
VIDEO – DIGITAL VCR	288PR	5836 PDVR10	1
VIDEO – RECORDER BVH	288PR	5836011042967	2
VIDEO – GENERATOR 1410 SIG	288CC	6625010875456	1
VIDEO – VIDEO TEST SET	288CC	6625013000737	1
VIDEO – MONITOR WAVE FORM	288CC	6625 P1730	5
VIDEO – RECORDER/REPRODUCER	288CC	5836011807532	4
VIDEO – TEST SET	288CC	6625011875516	1
VIDEO – WAVE FORM MONITOR	288CC	6625 P1750	1
VIDEO – SIGNAL GENERATOR	288CC	6625005757737	1
VIDEO – TEST SET TV	288CC	6625012012880	1

NOMENCLATURE	ACCOUNT	STOCK NUMBER	QUANTITY
VIDEO – ANALYZER DISTN	288CC	6625004114551	1
VIDEO – TEST SET SEMIC	288CC	6625010589564	1
VIDEO - OSCILLOSCOPE	288CC	6625012754766	2
VIDEO – MONITOR VIDEO	288CC	5820020875501	1
VIDEO - HUMIDIGRAPH	288CC	6685011006109	1
VIDEO - HUMIDIGRAPH	288CC	6685008258038	1
VIDEO – AMP VIDEO AUDIO	288CC	5996002379383	1
VIDEO – AUDIO DA SYSTEM	288CC	5835 P6400	5
VIDEO – TONE GENERATOR	288CC	5835 P8553	1
VIDEO – RECORDER/REPRODUCER	288CC	5820011418373	2
VIDEO – P/N 1720 SCOPE	288CC	6625 P1720	4
VIDEO – TEST MONITOR	288CC	6625011543537	5

ADPE											
APPENDIX D											
ACCT: SCV2											
Bld	Rm	Bar Code	Serial Number	VndID	Model	Scanned	Part	Parent	ST	ROS	
0902		5750000WXT	SO7061998034	QA9	233MMX				11	False	C
0902		5750000XQV	01647	KKM	DCS315				11	False	K
0902		5750000XQW	01662	KKM	DCS315				11	False	K
0902		5750000XQX	01650	KKM	DCS315				11	False	K
0902		57500007M4	406901033	UNI	PCI-32561-G	02/20/1997			11	False	A
0902		57500008PQ	422504647	UNI	DT-34-BC	02/20/1997			11	False	M
0902		57500008V2	418430989	UNI	DT-34-BC				11	False	M
0902		5750000KEV	23F7168	IBM	I486DX				11	False	A
0902		5750000KF5	23F7278	IBM	I486DX				11	False	A
0902		5750000NB2	5652074	GBE	P5-120	02/18/1997			11	False	C
0902		5750000NBA	5410650	GBE	P5-120	02/18/1997			11	False	C
0902		5750000NOJ	5744337	GBE	P5-133G	02/20/1997			11	False	C
0902		5750000NOK	5744338	GBE	P5-133G	02/20/1997			11	False	C
0902		5750000PTC	G6682103	HPC	10066	02/20/1997			11	False	S
0902		5750000R7L	6PSEKM021447	ZTH	GT500				11	False	Z
0902		5750000VJP	Y6403888	CG4	CLBP360				11	False	F
0902		5750000XBL	FW2G4	DLU	P6266				11	False	2
0902		57500030KU	C0000157506A	ALL	MICRON-P166				11	False	I
0902		57500033UD	1888362-0001	MI7	CLIENT-PIII450				11	False	M
0902		57500034CY	B1U66	DLU	XPS T500				11	False	E
0902		57500034CZ	B1U6D	DLU	XPS T500				11	False	E
0902		57500035BV	040810022	OPA	2000				11	False	E
0902		5750000XZU	I04379800100001	IDP	IDP760				11	False	I
0902		5750000EI7	FE5611050	PAN	C1792P	02/23/2000			11	False	F
0902		5750000RCR	0006461141	GBE	P5-166				11	False	C
0902		5750000XBM	FW2GV	DLU	P6266				11	False	2

0902		57500032BF	10003481177	HER	CPU				11	False	F
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APPENDIX D MULTIMEDIA NON-EAID

<u>NSN</u> <u>MAKE</u>	<u>NOUN</u>	<u>MODEL</u>	
6625 01 201 2880 SENCORE	ACCESSORY, VCR TEST	VC-63	
	AMP, MONITOR	DD-6749	LOCAL
	AMP, MONITOR	DD-6749	LOCAL
	AMP, MONITOR	DD-6749	LOCAL
	AMP, MONITOR	DD-6749	LOCAL
6625 00 411 4551 HEW/PAC	ANALYZER, DISTORTION	334A	
6625 01 187 5516 SENCORE	ANALYZER, VIDEO	VA-62	
A/BAUER	BATTERY	PRO PAC 14	
A/BAUER	BATTERY	PRO PAC 14	
A/BAUER	BATTERY	PRO PAC 14	
A/BAUER	BATTERY	PRO PAC 14	
A/BAUER	BATTERY	PRO PAC 14	
A/BAUER	BATTERY	PRO PAC 14	
	BATTERY	NP-1B	SONY
	BATTERY	NP-1B	SONY
	BATTERY	NP-1B	SONY
	BATTERY	NP-1B	SONY
	BATTERY	NP-1B	SONY
	CAMERA ADAPTER	CA-TX7	SONY
	CAMERA ADAPTER	CA-TX7	SONY
	CAMERA CONTROL UNIT	CCU-360	SONY
	CAMERA CONTROL UNIT	CCU-360	SONY
	CAMERA CONTROL UNIT	CCU-TX7	SONY

	CAMERA CONTROL UNIT	CCU-TX7	SONY
	CAMERA, OVERHEAD	EV-700AF	ELMO
	CAMERA, OVERHEAD	RE-350	CANON
	CAMERA, VIDEO	DXC-325	SONY
	CAMERA, VIDEO	DXC-325	SONY
	CAMERA, VIDEO	AW-F575	
PANASONIC			
	CAMERA, VIDEO	AW-F575	
PANASONIC			
	CAMERA, VIDEO	DXC-D30	SONY
	CAMERA, VIDEO	DXC-D30	SONY
	CAMERA, VIDEO	DXC-537A	SONY
5820P603924	CAMERA, VIDEO	DXC-537A	SONY
6720PBVP360	CAMERA, VIDEO, STUDIO	BVP-360	SONY
6720PBVP360	CAMERA, VIDEO, STUDIO	BVP-360	SONY
	CHANGEOVER SWITCHER, AUTO	9550	GVG
5836P20K	CHARACTER GENERATOR, 20K	20K	
DUBNER			
5836P20K	CHARACTER GENERATOR, 20K	20K	
DUBNER			
	CHARGER, BATTERY	MP-4	
A/BAUER			
	CHARGER, BATTERY	LSQ-4	
A/BAUER			
	CHARGER, BATTERY	BC-1WA	SONY
	CHARGER, BATTERY	BC-1WA	SONY
	CONSOLE MOUNT	CM-300	RTS
	CONSOLE MOUNT	CM-300	RTS
	CONSOLE MOUNT	CM-300	RTS
	CONSOLE MOUNT	CM-500	RTS
	CORRECTOR, COMPONENT, COLOR	BVR-58	SONY
	DA, AUDIO	DA 6400	HEDCO
	DA, AUDIO	DA 6400	HEDCO
5835-P6400	DA, AUDIO	DA 6400	HEDCO
5835-P6400	DA, AUDIO	DA 6400	HEDCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	PAA-650	LENCO
	DA, AUDIO	8560	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	ADA 600 04	HEDCO
	DA, AUDIO	ADA 600 04	HEDCO
	DA, AUDIO	ADA 600 04	HEDCO
	DA, AUDIO	ADA 600 04	HEDCO
	DA, AUDIO	ADA 600 04	HEDCO
5835P6400	DA, AUDIO	VDA 6400	HEDCO
	DA, AUDIO	ADA 6400	HEDCO
	DA, AUDIO	ADA 6400	HEDCO
	DA, AUDIO	ADA 6400	HEDCO

	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	8561	GVG
	DA, AUDIO	855 1	GVG
	DA, AUDIO	855 1	GVG
	DA, AUDIO	855 1	GVG
	DA, AUDIO	855 3	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
5820 00 185 9376	DA, PULSE DELAY	912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, PULSE DELAY	GVG912	GVG
	DA, STEREO AUDIO	8560	GVG
	DA, STEREO AUDIO	8561	GVG
	DA, STEREO AUDIO	8561	GVG
	DA, STEREO AUDIO	8561	GVG
	DA, VIDEO DELAY, RACK OF 4	8504	GVG
	DA, VIDEO DELAY, RACK OF 8	8504	GVG
	DA, VIDEO DELAY, RACK OF 8	8504	GVG
	DA, VIDEO, RACK OF 10	VDA 6000	HEDCO
	DA, VIDEO, RACK OF 10	VDA 600 04	HEDCO
	DA, VIDEO, RACK OF 10	VDA 600 04	HEDCO
5820P902	DA, VIDEO, RACK OF 4	902 (1)	GVG
5820P902	DA, VIDEO, RACK OF 8	902 (1)	GVG
5820 P536A	DE-ESSER	536A	ORBAN
5836-01-287-5949	DEGAUSSER	4000	GARNER
5820PA53D	DIGITAL EFFECTS COMBINER	A-53D	ABEKAS
5820PA53D	DIGITAL SPECIAL EFFECTS	A-53D	ABEKAS
5820PA53D	DIGITAL SPECIAL EFFECTS	A-53D	ABEKAS
	DISCHARGER, BATTERY	ADM	
A/BAUER			
	DISPLAY, VIDEO STATUS	none	GVG
5835 P345	DUPLICATOR, AUDIO	345	
RECORDERX			
	DVD PLAYER	DVDRV31	
PANASONIC			
	DVD PLAYER	DVDRV31	
PANASONIC			
5820PCMX3600	EDITOR, VIDEO	CMX-3600	CMX
5895-P712	EQUALIZER, AUDIO	712	
GRAHAM/PAT			
5820 P622B	EQUALIZER, AUDIO, PARAMETRIC	622B	ORBAN
5820P622B	EQUALIZER, AUDIO, PARAMETRIC	622B	ORBAN
	FLUID HEAD/TRIPOD/DOLLY	515/35A/53A	
O'CONNOR			
	FLUID HEAD/TRIPOD/DOLLY	515/35A/53A	
O'CONNOR			
	GENERATOR, CHANGEOVER	9550	GVG

	HEAD, TRIPOD, VIDEO	3084	VINTEN
	HEAD, TRIPOD, VIDEO	3084	VINTEN
5820 00 900 7951	HEAD, TRIPOD, VIDEO	HYDROPED	
O'CONNOR			
5836PVICE020	HEAD, TRIPOD, VIDEO	VIDEO 20	
SACHTLER			
5836PVICE020	HEAD, TRIPOD, VIDEO	VIDEO 20	
SACHTLER			
5820-00-900-7951	HEAD, TRIPOD, VIDEO	50-D	
O'CONNOR			
6685 01 100 6109	HUMIDIGRAPH	5020	
WEATHERTRO			
6685-00-825-8038	UMIDIGRAPH	612X21	
HONEYWELL			
	LENS, TV GYROZOOM	FP-1	SCHWEM
	LENS, TV ZOOM	YJ17X9.5B4	CANON
	LENS, TV ZOOM	YH14X7.3	CANON
	LENS, TV ZOOM	YH14X7.3	CANON
	LENS, TV ZOOM	A14X9BERM-28B	
FUJINON			
	LENS, TV ZOOM	YH13X7.5	CANON
	LENS, TV ZOOM	PH10X8B	CANON
	LENS, TV ZOOM	J20X8.5B	CANON
	LENS, TV ZOOM	J20X8.5B	CANON
	LENS, TV ZOOM	A19X8.7BMD D24	
FUJINON			
	LENS, TV ZOOM	J13X9B	CANON
E	LIGHT BOX	PTB-500	
KYORITSU			
E	LIGHT CONTROL PANEL	none	KLIEGL
E	LIGHT CONTROL UNIT	F400	KLIEGL
	LIGHT KIT	102-011	
COLORTRAN			
	LIGHT KIT	102-011	
COLORTRAN			
	LIGHT KIT	SOLO	LOWEL
6760-PSOLO	LIGHT KIT	SOLO	LOWEL
	LIGHT KIT	T-4	LOWEL
6760-PSOFTLIGHT	LIGHT KIT	SOFT LIGHT	LOWEL
	LIGHT KIT	SOFT LIGHT	LOWEL
	LIGHT SWITCHER	F400	KLIEGL
6625 00 490 7298	LOGIC COMPARATOR	10529A	
HEW/PAC			
6625 00 170 6196	LOGIC PULSER	DP-50	B&K
	MATRIX, INTERCOM	848A	RTS
	MATRIX, INTERCOM	848A	RTS
	MATRIX, INTERCOM	848A	RTS
	MATRIX, INTERCOM	848A	RTS
6625 01 300 0737	MEASUREMNT SET, VIDEO	VM-700	
TEKTRONIX			
6625 01 017 2361	METER, FLUTTER	8160	DATA
CHECK			
6635 01 062 4743	METER, TENSION	T2-H15-UM	TENTEL
6635 01 062 4743	METER, TENSION	T2-H15-UM	TENTEL
6635 01 132 2679	METER, TENSION	T2-H20-Z	TENTEL
6760L0024733010	MICRO JIB, CAMERA DOLLY	MICRO JIB	
CINEKINETI			
E	MICROPHONE	C-74	SONY

[illegible]

	MONITOR, B/W	38-V19NOI-A1	
ELECTROHOM			
5820PPVM-8041Q	MONITOR, COLOR	PVM-8041Q	SONY
5820PPVM-8041Q	MONITOR, COLOR	PVM-8041Q	SONY
	MONITOR, COLOR	14KV475	SHARP
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820012912622	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1900CDM	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1910	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1910	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1910	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1910	MONITOR, COLOR	PVM-1910	SONY
5820PPVM1910	MONITOR, COLOR	PVM-1910	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820PBVM-1310	MONITOR, COLOR	BVM-1310	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820PBVM8021	MONITOR, COLOR	BVM-8021	SONY
5820PBVM8021	MONITOR, COLOR	BVM-8021	SONY
5820PBVM8021	MONITOR, COLOR	BVM-8021	SONY
5820PBVM8021	MONITOR, COLOR	BVM-8021	SONY
5820PBVM8021	MONITOR, COLOR	BVM-8021	SONY
	MONITOR, COLOR	PVM-5300	SONY
5820PPVM8221	MONITOR, COLOR	PVM-8221	SONY
5820PPVM8221	MONITOR, COLOR	PVM-8221	SONY
5820-01-105-6641	MONITOR, COLOR	PVM-2530	SONY
5820-01-105-6641	MONITOR, COLOR	PVM-2530	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820-PPVM8221	MONITOR, COLOR	PVM-8221	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
6625011543537ZX	MONITOR, COLOR	650HR	
TEKTRONIX			
6625011543537ZX	MONITOR, COLOR	650HR	
TEKTRONIX			
6625011543537ZX	MONITOR, COLOR	650HR	
TEKTRONIX			
6625011543537ZX	MONITOR, COLOR	650HR	
TEKTRONIX			
	MONITOR, COLOR	PVM-1910	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5836-01-351-8459	MONITOR, COLOR	PVM-1341	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
5820-01-054-6446	MONITOR, COLOR	PVM-1271Q	SONY
	MONITOR, COLOR	PVM-2030	SONY
	MONITOR, COLOR	PVM-2030	SONY
	MONITOR, COLOR	PVM-2030	SONY
	MONITOR, COLOR	PVM-2030	SONY
5820-01-105-6641	MONITOR, COLOR	PVM-2530	SONY
5820-01-105-6641	MONITOR, COLOR	PVM-2530	SONY
5820-01-105-6641	MONITOR, COLOR	PVM-1341	SONY
	MONITOR, COLOR	PVM-1910	SONY

5835P2706	MONITOR, SPEAKER	2706	STUDER
5835 P2706	MONITOR, SPEAKER	2706	STUDER
5835 P2706	MONITOR, SPEAKER	2706	STUDER
	MONITOR, TELEPROMPTER	VPS-M-14	Q-TV
	MONITOR, TELEPROMPTER	VPS-M-14	Q-TV
6625 01 121 6977	MULTIMETER	8010M	FLUKE
6625 01 147 6182	MULTIMETER	8025AMM	FLUKE
	MULTIMETER	260-7M	
SIMPSON			
	MULTIMETER	260-7M	
SIMPSON			
6625-00-057-57737	OSCILLATOR	200CD	HEL
PAC			
6625 01 275 4766	OSCILLOSCOPE	2246MODA	
TEKTRONIX			
6625 00 563 9402	OSCILLOSCOPE	2445B	
TEKTRONIX			
	OSCILLOSCOPE	2246MODA	
TEKTRONIX			
	PAN/TILT, REMOTE, DUAL, SYSTEM	V-7070	VICON
5820 00 900 7978	PEDESTAL, X2152A CAMERA	TD3A	RCA
5820 00 900 7978	PEDESTAL, X2152A CAMERA	TD3A	RCA
5820 00 900 7978	PEDESTAL, X2152A CAMERA	TD3A	RCA
5835 PA-725	PLAYER, AUDIO, COMPACT DISC	A725	STUDER
5835PA-725	PLAYER, AUDIO, COMPACT DISC	A725	STUDER
	PRODUCTION SYSTEM	TRINITY	PLAY,
INC			
	RECEIVER/MONITOR	CT-27D11E	
PANASONIC			
	RECEIVER/MONITOR	TXC-3135	
SAMSUNG			
	RECEIVER/MONITOR	TXB-2025	
SAMSUNG			
	RECEIVER/MONITOR	CT-325F35W	
PANASONIC			
	RECORDER, AUDIO CASSETTE	RS-TR555	
TECHNICS			
5835P583063	RECORDER, AUDIO CASSETTE	122 MARK II	TASCAM
5820 PR99	RECORDER, AUDIO REEL/REEL	PR99-MKII	REVOX
5820PR99	RECORDER, AUDIO REEL/REEL	PR99-MKII	REVOX
	REMOTE CONTROL PANEL	RCP-TX7	SONY
	REWINDER, AUDIO CASSETTE	86830-00	TELEX
	ROUTER GPI		GVG
5836013133372	ROUTER SYSTEM, HORIZON	HX64	GVG
	ROUTER, AUDIO	32X32	GVG
	ROUTER, AUDIO	32X32	GVG
	ROUTER, AUDIO	16X16	GVG
	ROUTER, VIDEO	48X48	GVG
	SCAN CONVERTER	CVS-980H	YEM
	SCAN CONVERTER	CVS-910H	YEM
	SCAN CONVERTER	CORIOSCAN PRO	VINE
TECHNOLOGIES			
6625 01 087 5456ZX	SIGNAL GENERATOR	1410	
TEKTRONIX			
	SMARTBOARD	585	SMART
	TECH		

	SMARTBOARD	585	SMART
	TECH		
	SMARTBOARD		SMART
	TECH	SPKR STATION, PORTABLE	
	SPK-300	RTS	
	SPKR STATION, PORTABLE	SPK-300	RTS
	SPKR STATION, PORTABLE	SPK-300	RTS
	SPKR STATION, PORTABLE	SPK-300	RTS
	SPKR STATION, PORTABLE	SPK-300	RTS
	SPKR STATION, PORTABLE	SPK-300	RTS
	SPKR STATION, RACK MOUNT	RMS-300	RTS
	SPKR STATION, RACK MOUNT	RMS-300	RTS
	SPKR STATION, RACK MOUNT	RMS-300	RTS
	SWITCHER, AUTOMATED	AUTOSHOW	TECH
ELECT			
5820-01-314-3237	SWITCHER, VIDEO	200-2	GVG
5820013143237	SWITCHER, VIDEO	200-2	GVG
	SWITCHER, VIDEO	110	GVG
	SWITCHER, VIDEO/AUDIO	VAS-120	SIGMA
5820PSPG170A	SYNC GENERATOR	SPG-170A	
TEKTRONIX			
	SYNC GENERATOR	9520	GVG
	SYNC GENERATOR, DIGITAL	VSG-204D	
VIDEOTEK			
	SYNC GENERATOR, DUAL	9520	GVG
	SYNC GENERATOR, DUAL	9520	GVG
	TELECONFERENCE SYSTEM	CONCORDE 4500	
PICTURETEL			
	TELEPHONE INTERFACE	HX-TTI	GVG
	TELEPHONE INTERFACE	AT-2001	AT
PRODUCTS			
	TELEPHONE INTERFACE	AT-2001	AT
PRODUCTS			
	TELEPHONE INTERFACE	GT300	
GENTNER			
	TELEPHONE INTERFACE	GT300	
GENTNER			
	TELEPHONE INTERFACE	GT300	
GENTNER			
5820-PVPS-100	TELEPROMPTER	VPS 100-4	Q-TV
	TELEPROMPTER SYSTEM	VM1501B	
LISTEC			
	TELEPROMPTER, MINI	MVP-9	Q-TV
6625-01-058-9564	TEST SET SEMICONDUCTOR	TF46	
SENCORE			
	TIME CODE GENERATOR	ECM-4010	
EVERTZ			
	TIMING MODULE	STM-85N	GVG
	TRANSFORMER, AUTO	W5MT3A	
VARIAC			
	TRANSMITTER/RECEIVER SYSTEM	CAMLINK II	TELEX
6760P0204553010	TRIPOD	5151/VID20	
SACHTLER			
	TRIPOD	35A	
O'CONNOR			
E	TRIPOD	35A	
O'CONNOR			

	TRIPOD	VIDEO 20	
SACHTLER			
	TRIPOD	VIDEO 20	
SACHTLER			
6760P5185/14	TRIPOD, FAST ACTION	5185/VID20	
SACHTLER			
5820P0022193010	TRIPOD, HYDRO	102B	
O'CONNOR			
5820PST-72TV	TUNER, TV STEREO	ST-72TV	SONY
	TV/VCR COMBO	CXD1332	
SAMSUNG			
	TV/VCR COMBO	PV-C1342	
PANASONIC			
	TV/VCR COMBO	CXD-1332	
SAMSUNG			
	VCP, BETACAM	BVW-22	SONY
5836 01 247 8853	VCP, BETACAM, PORTABLE	BVW-21	SONY
5836 01 247 8853	VCP, BETACAM, PORTABLE	BVW-21	SONY
5820011418373	VCR, 3/4 IN	VO-5800	SONY
5836PEVO-520	VCR, 8 MM	EVO-520	SONY
5836 01 180 7532ZXVCR, BETACAM		BVW-75	SONY
5836 01 180 7532ZXVCR, BETACAM		BVW-75	SONY
5836 01 180 7532ZXVCR, BETACAM		BVW-75	SONY
5836-PPVW-2800	VCR, BETACAM	PVW-2800	SONY
5836-PPVW-2800	VCR, BETACAM	PVW-2800	SONY
5836-PPVW-2800	VCR, BETACAM	PVW-2800	SONY
5836-PPVW-2800	VCR, BETACAM	PVW-2800	SONY
5836-PPVW-2650	VCR, BETACAM	PVW-2650	SONY
	VCR, BETACAM, DOCKABLE	PVV-3	SONY
	VCR, BETACAM, DOCKABLE	PVV-3	SONY
	VCR, BETACAM, DOCKABLE	PVV-3	SONY
	VCR, BETACAM, DOCKABLE	PVV-1A	SONY
	VCR, DVCPR050	ADJ95DCP	
PANASONIC			
	VCR, DVCPR050	ADJ95DCP	
PANASONIC			
	VCR, DVCPR050	ADJ95DCP	
PANASONIC			
	VCR, DVCPR050	ADJ95DCP	
PANASONIC			
	VCR, DVCPR050	AJD950A	
PANASONIC			
	VCR, DVCPR050	AJD950A	
PANASONIC			
	VCR, DVCPR050, DOCKABLE	AJ-D90	
PANASONIC			
	VCR, DVCPR050, DOCKABLE	AJ-D90	
PANASONIC			
5820-01-P601132	VCR, HI 8	EVO-9700	SONY
	VCR, HI 8	EVO-9800	SONY
5836-EVO-9850	VCR, HI-8	EVO-9850	SONY
5836PEVO-9700	VCR, HI-8	EVO-9700	SONY
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			

	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1280	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	AG-1980	
PANASONIC			
	VCR, S-VHS	PV-S4690	
PANASONIC			
	VCR, VHS	VR5705	
SAMSUNG			
	VCR, VHS	VR5705	
SAMSUNG			
	VCR, VHS	VR5705	
SAMSUNG			
	VCR, VHS	VR5705	
SAMSUNG			
	VCR, VHS	AG-1240	
PANASONIC			
	VCR, VHS	AG-1320	
PANASONIC			
	VCR, VHS	AG-1320	
PANASONIC			
	VCR, VHS	AG-1320	
PANASONIC			
	VCR, VHS	AG-1320	
PANASONIC			
	VCR, VHS	SLV-7404F	SONY
5820PAGZZOOP	VCR, VHS	AG-2200	
PANASONIC			
5836PAG-2500	VCR, VHS	AG-2500	
PANASONIC			
5820P0204543010	VECTORSCOPE	1720	
TEKTRONIX			
	VECTORSCOPE	1420	
TEKTRONIX			
6625-P1720	VECTORSCOPE	1720	
TEKTRONIX			
5820P0204543010	VECTORSCOPE	1720	
TEKTRONIX			
6625-P1720	VECTORSCOPE	1720	
TEKTRONIX			
5820P0204543010	VECTORSCOPE	1720	
TEKTRONIX			
	VECTORSCOPE, DIGITAL	TVM-821D	
VIDEOTEK			
	VIDEO PROJECTOR	MT-1040	NEC

	VIDEO PROJECTOR	MT-1040	NEC
5836 01 291 2506	VIDEO SLIDE PROJECTOR	A-42	ABEKAS
5836-01-291-2506	VIDEO SLIDE PROJECTOR	A-42	ABEKAS
5836PVPR-3	VTR, 1 INCH TYPE C	VPR-3	AMPEX
5836PVPR-3	VTR, 1 INCH TYPE C	VPR-3	AMPEX
5836PVPR-3	VTR, 1 INCH TYPE C	VPR-3	AMPEX
5836PVPR-3	VTR, 1 INCH TYPE C	VPR-3	AMPEX
5836 01 104 2967	VTR, 1 INCH, PORTABLE	BVH-500A	SONY
5836 01 104 2967	VTR, 1 INCH, PORTABLE	BVH-500A	SONY
5836PDVR10	VTR, VIDEO, DIGITAL	DVR-10	SONY
5820PTSM-5A	WAVEFORM MONITOR	TSM5A	
VIDEOTEK			
6625 01 154 3537ZX	WAVEFORM MONITOR	300A	
TEKTRONIX			
5820 01 061 6704	WAVEFORM MONITOR	528A	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
6625-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
	WAVEFORM MONITOR	528A	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
5820-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
6625-P1730	WAVEFORM MONITOR	1730	
TEKTRONIX			
	WAVEFORM MONITOR	WFM-300A	
TEKTRONIX			
6625P1750	WAVEFORM/VECTOR MONITOR	1750	
TEKTRONIX			
	WAVEFORM/VECTOR MONITOR	TVM-621	
VIDEOTEK			
6625-01-154-3537ZX	WAVEFORM/VECTOR MONITOR	1740	
TEKTRONIX			
6625-01-154-3537ZX	WAVEFORM/VECTOR MONITOR	1740	
TEKTRONIX			
	WAVEFORM/VECTOR MONITOR, DIGITAL	TVM821D	
VIDEOTEK			
310950610	CORDLESS MIC	EC4-CK	SHURE
310950612	CORDLESS MIC	EC4-CU	SHURE
310950613	CORDLESS MIC	EC4-CV	SHURE
909943649	CORDLESS MIC	EC4-CG	SHURE
3109506095	CORDLESS MIC	EC4-CJ	SHURE
310950611	CORDLESS MIC	EC4-CT	SHURE
U32956035	CD 5-disc	CD5800	
SYMPHONIC			
U32961627	CD 5-disc	CD5800	
SYMPHONIC			
MZ009704060112	CD/Tape single	PMD350	MARANTZ
105CD688	Dual tape deck	TD-W303	JVC

0D0HA18318	EQ	SH8017	
TECHNICS			
0D0HA17022	EQ	SH8017	
TECHNICS			
7965	MIXER BOARD	SR-8	AHB
8100754	MIXER	XR600E	PEAVEY
9198587	MIXER	XRD680	PEAVEY
K32227	PREMIXER	1699A	ALTEC
K326298	AMP	1692A	ALTEC
K357835	AMP	944A	ALTEC
58180	AMP	D-150A	CROWN
N/A	SERIES	M68	BOGEN
N/A	SERIES	C20B	BOGEN
8075253	SPEAKER	112TI	PEAVEY
7896827	SPEAKER	112TI	PEAVEY
8940235	SPEAKER	115DLM	PEAVEY
8940217	SPEAKER	115DLM	PEAVEY
7620537	SPEAKER	SP2XT	PEAVEY
7620496	SPEAKER	SP2XT	PEAVEY
7620498	SPEAKER	SP2XT	PEAVEY
7620540	SPEAKER	SP2XT	PEAVEY
N/A	SPEAKER	N/A	PEAVEY
1700098754	SPEAKER	S15-3A	EV
1700098759	SPEAKER	S15-3A	EV
2848	SYSTEM	E12HM-CG	STAR
2849	SYSTEM	E12HM-CG	STAR
N/A	ANCHOR	N/A	N/A
N/A	ANCHOR	N/A	N/A
N/A	ANCHOR	N/A	N/A
N/A	ANCHOR	N/A	N/A
N/A	ANCHOR	N/A	N/A
N/A	SMALL FUZZY	N/A	N/A
N/A	SMALL FUZZY	N/A	N/A
N/A	GEN PODIUM	N/A	N/A
N/A	STEREO SYSTEM	N/A	KENWOOD
6095613	5 DISC CHANGER	XL-F108	JVC
N/A	SELF-CONTAINED PODIUM	N/A	N/A
N/A	FLIGHT LINE ROLL AROUND	N/A	N/A
N/A	FLIGHT LINE HORNS	N/A	N/A
N/A	MONITOR SPEAKERS	N/A	N/A
MVC-FD87-65926	DIGITAL CAMERA	MAVICA	SONY
MVC-FD87-65948	DIGITAL CAMERA	MAVICA	SONY
MVC-FD87-65997	DIGITAL CAMERA	MAVICA	SONY
510023	DIGITAL CAMERA	D1X	NIKON
5103203	DIGITAL CAMERA	D1X	NIKON
5101823	DIGITAL CAMERA	D1X	NIKON
5101075	DIGITAL CAMERA	D1X	NIKON

APPENDIX E

MAPS

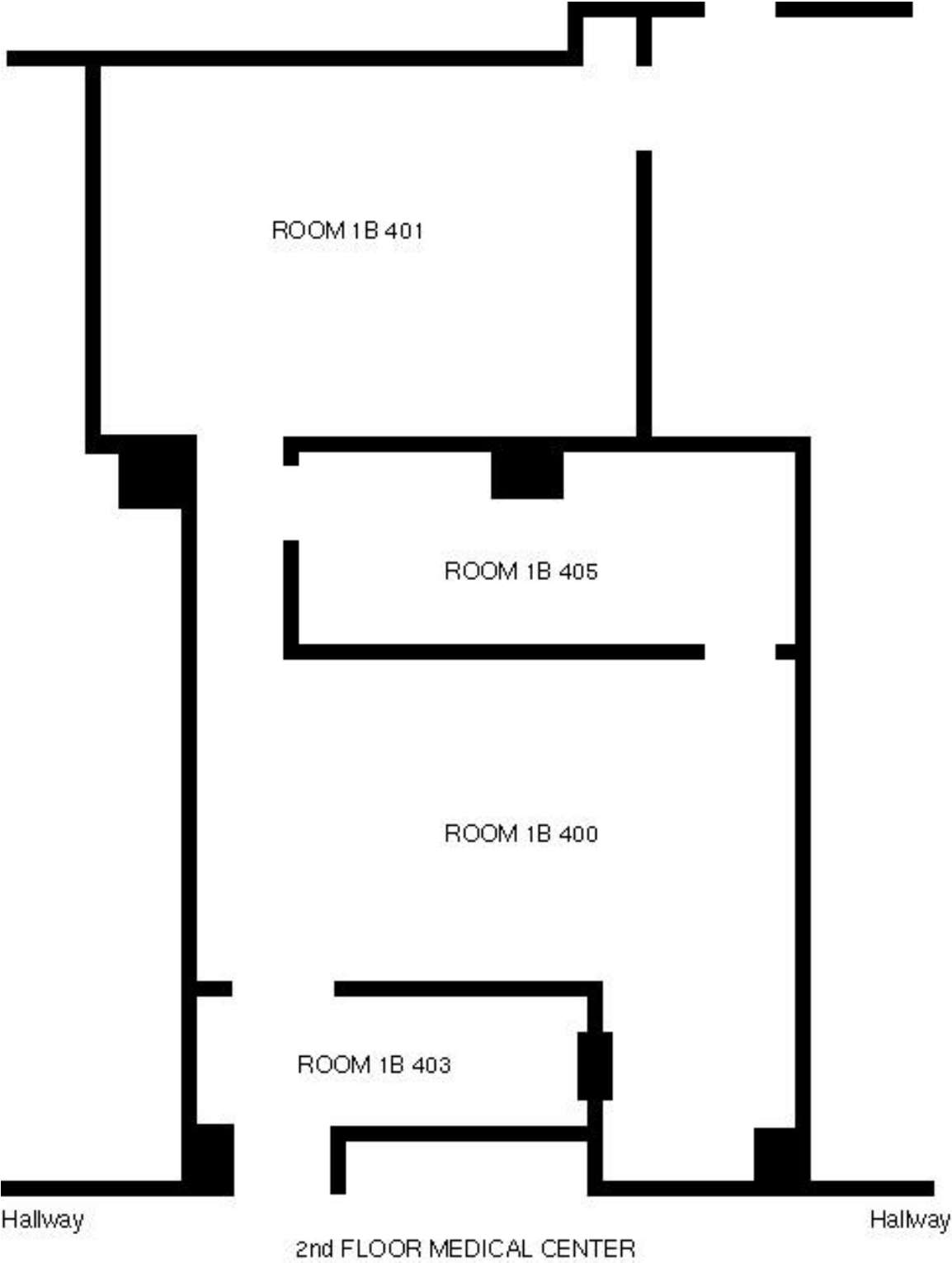
Shaded areas on the maps are reserved for government control



BLDG 0902 WALL STUDIO FIRST FLOOR



BLDG 0902 WALL STUDIO SECOND FLOOR



APPENDIX F
REQUIRED DOCUMENTATION AND REPORTS DATA

1. Contract Manager Designation
Provide BMM and QA personnel with a copy of letter(s) designating Contract Manager. Ref. 4.4.1.
2. Medical Certifications
Provide BMM and QA personnel with a copy of documentation of medical examinations for contract personnel. Ref. 4.4.2.2.
3. Professional Certifications
Provide BMM and QA personnel with copies of documentation of certification for the medical photographer. Ref. 4.4.2.3.
4. Employee/Security Clearance Listing
Provide BMM with complete listing of contract employees and their security clearances that are engaged in work performance of the Multimedia Services contract. Ref. 4.5.9. and 4.5.10.
5. Quality Control Plan
Provide BMM and QA personnel with copy of Contractor's Quality Control Plan. This plan must cover all aspects of the contract to include SDSs, Key Control, Inspection Methods and Corrective Actions. Ref. 4.7.
6. Weekly Work Order Reports
Provide the QA personnel with the previous weeks' completed and numbered work orders. The cover sheet shall be of a style and format mutually agreed upon by the contractor and QA personnel. Ref. 1.1.4.1.
7. Monthly Work Order Report
Provide the BMM with a complete breakdown of all Multimedia work completed the previous month. The report shall be of a style and format mutually agreed upon by the contractor and the BMM. Ref. 1.2.1. and 1.1.3.8.
8. Reimbursable Cost Data
Provide the BMM with a complete breakdown of reimbursable cost incurred performing work for valid Host-Tenant and Inter-Service Support Agreements. The report shall be of a style and format mutually agreed upon by the contractor and BMM. Ref. 1.2.1. and 1.2.4.
9. Alert Photographer
Provide the BMM, QA personnel, SFS, Command Post and Medical Center with a list of designated Alert Photographers, their tour of duty, beeper and phone numbers. The list shall be of a style and format mutually agreed upon by the contractor and the BMM and QA personnel. Ref. 1.2.1. and 1.4.2.11.7.
10. Interactive Video Teletraining (IVT)
Provide the BMM with a complete report of IVT broadcasts for the previous month. The report shall be of a style and format mutually agreed upon by the contractor, 2 AF and the BMM. Ref. 1.2.1.
11. VTC Utilization
Provide the BMM with a complete report of VTC sessions for the previous month. Ref. 1.8.3.
12. MM Historical Submission

Provide 11 CS, Public Affairs (PA) and BMM with still photo submission reports data. Contractor shall ensure that PA will review and enclose cover letter for record submission to 11 CS. The report shall be submitted in format dictated by the 11 CS. Ref. 1.2.2. and 1.4.2.14.4.

13. Equipment Replacement and Upgrade

Provide the BMM with a detailed list of equipment replacement and upgrade as required or by 30 June each year for utilization of the CLIN. The report shall be of a style and format mutually agreed upon by the BMM and QA personnel. Ref. 1.11.6.

14. Five Year Multimedia Equipment Plan (MEP)

Provide BMM with a five-year VIEP in style and format mandated in AFI 33-117. Ref. 1.11.7

15. Unforeseen Reports Data

Provide BMM and QA personnel with reports required by higher authority in relation to Multimedia Services at Keesler AFB performed by the contractor. These reports may require quick turnaround time. The contractor, BMM and QA personnel will work closely to ensure the reports are accomplished quickly and accurately.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE 01-Oct-2003		4. REQUISITION/PURCHASE REQ. NO. F7CSCQ21350100		5. PROJECT NO.(If applicable)	
6. ISSUED BY 81ST CONTRACTING SQUADRON LARRY FOX 310 M STREET, RM 102 KEESLER AFB MS 39534-2147		CODE FA3010		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) K-MAR INDUSTRIES, INC. KENNETH R. LEE 10401 BONEY AVE SUITE B DIBERVILLE MS 39540				9A. AMENDMENT OF SOLICITATION NO.			
				9B. DATED (SEE ITEM 11)			
				X 10A. MOD. OF CONTRACT/ORDER NO. F22600-03-C-0002			
				X 10B. DATED (SEE ITEM 13) 01-Apr-2003			
CODE 0CER2		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
X D. OTHER (Specify type of modification and authority) See Schedule							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) Exercise of 1st Option							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) LARRY W. FOX / FLIGHT B, TEAM A LEADER			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 05-Sep-2003	

EXCEPTION TO SF 30
APPROVED BY OIRM 11-84

30-105-04

STANDARD FORM 30 (Rev. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

A. This unilateral modification is issued pursuant to contract clauses 52.217-9, Option to Extend the Term of the Contract (MAR 2000) and 52.232-18, Availability of Funds (APR 84). The option to extend the term of the contract is hereby exercised and the term of the contract is extended for the period 01 Oct 03 through 30 Sep 04.

B. The First Option period CLINS 1001 and 1002 of the Schedule of Supplies and Services applies.

C. This modification incorporates Department of Labor Wage Determination 94-2302, Rev 16, 5/29/03.

D. As a result of this modification, the total contract price is changed from \$878,576.00 to \$2,463,280.00 an increase of \$1,584,704.00

Reason: To exercise the 1st Option Period